



MHMA

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Myaamia Heritage Museum eʔ Archive

POLICY & PROCEDURES

APPROVED BY THE MIAMI NATION BUSINESS COUNCIL

JULY 11, 2006

EIGHT PAGES, INCLUDING COVER

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The enclosed policies and procedures were developed for the Myaamia Heritage Museum & Archive by the Miami Tribe of Oklahoma Cultural Preservation Office and the MHMA Board. These rules will be enforced by the Archivist and the MHMA staff and will be strictly adhered to without deviation. The MHMA Board is responsible for ensuring enforcement of this policy, draft improvements and submission of annual reports to the General Council.

Total: 7 pages, including cover

Submitted for approval - approved by the Miami Nation Business Council, July 11, 2006

**MIAMI TRIBE OF OKLAHOMA
MYAAMIA HERITAGE MUSEUM AND ARCHIVE
POLICY AND PROCEDURES**

MISSION STATEMENT

The Myaamia Heritage Museum and Archive embraces and supports the mission of the Miami Tribe of Oklahoma's Cultural Preservation effort by facilitating Tribal access to print and non-print items chronicling myaamia language, culture and history for the educational benefit of all Miami people. All materials are retained, stored and made available to enrolled members of the Miami Tribe of Oklahoma, as well as non-member researchers, in accordance with this policy as approved by Miami Tribal leadership. The mission of the Miami Nation's Cultural Preservation Office is: "The Cultural Preservation Office of the Miami Tribe of Oklahoma is committed to the perpetuation of myaamia cultural identity through efforts in reclamation, restoration, revitalization and preservation. Our mission is guided by our belief that "knowledge is responsibility" and in this truth we bear the important and respected task of learning from our elders today, interpreting written records through Miami cultural understanding, and disseminating knowledge gained to our people thereby ensuring that our Nation will live on."

PURPOSE AND SCOPE OF COLLECTIONS

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Due to our history as a removed people and the subsequent loss suffered by our community in the area of language and culture retention, cultural and governmental leaders of the Miami have determined that a quality storage facility for housing irreplaceable historic documents is vital and will ever support the education of Miami people and aid the work of the Cultural Preservation Office.

The Myaamia Heritage Museum & Archive is a 900 square foot, climate controlled, secured storage space located within the headquarters of the Miami Tribe of Oklahoma. The "archive" area is set aside for archival storage of all collections of the MHMA. The "museum" area is an exhibition space only and is sealed away from the archive area by a locking gate which allows full airflow and visibility as well as sharing of video security, climate control and the state of the art fire suppression system. The museum area will be used for planned display of items from the MHMA collection, as well as items on loan from other entities.

Responsibility embraced...

At this time, items housed in the MHMA fall into three general categories: archival materials, museum collections, and genealogical records (see "Collection Description" section for list of specific items included within each category). All archival materials and museum collections fall under the jurisdiction of the Cultural Preservation Office and MHMA Advisory Board as given authority by the Tribal leadership and directed by this document. The Tribal genealogy rolls fall under the jurisdiction of the Secretary-Treasurer of the Miami Tribe of Oklahoma as provided in the Tribal Constitution. The Archivist works directly with the Secretary-Treasurer and Tribal Enrollment Clerk, and in cooperation with the Tribal Genealogy Committee, in respect to archiving Trib-

al rolls and genealogy information. Tribal roll accessibility is limited to enrolled members of the Miami Tribe. The Archivist is responsible for day-to-day administration of the Archives, patron service and arrangement and preservation of archival materials and museum collections. The Archivist reports directly to the Cultural Preservation Officer and works in cooperation with the Myaamia Heritage Museum and Archive Advisory Board, as well as the MHMA Cultural Advisory Committee, in relation to acquisition and approval of loaned and donated items. (See guidelines for MHMA collections on page 4.

We seek to gain and share knowledge...

The Myaamia Heritage Museum and Archive is designed to provide direct access to important Tribal heritage information for the educational benefit of our people. We recognize that our community is scattered and not all members have the means to travel home to make use of this facility, therefore every effort will be made to make certain appropriate items in the archive accessible through the internet as well as through an Archive newsletter. Furthermore, we recognize that all Archives staff will, through the organizing and filing of the archive and day to day access to it, become knowledgeable regarding the history of our people. Because we believe that knowledge is responsibility, archive staff will be responsible for assisting the Cultural Preservation Officer in the continued effort to disseminate language, cultural and historic information through appropriate means to our people. In the pursuit of knowledge for the benefit of our people special Tribal research projects will be conducted by the Cultural Preservation Office and related staff, particularly focusing on post-removal history.

Partners in Learning

Miami University in Oxford, Ohio has established the Myaamia Collection, a sister archive to the Nation's own repository, but which stands alone in its policy, mission, and ownership of items collected by the University. The Myaamia Collection agreement, signed by Chief Floyd Leonard and Dean Judith Session at the University in 2002, provides that all items collected or owned by the University will be shared in copy with the Nation and such will be reciprocated by the Nation's archive.

COLLECTION DESCRIPTION

The Myaamia Heritage Museum and Archive is a repository containing the archived history of the myaamiaki in a multitude of forms. This archive will continue to grow as new materials are collected through community driven research, as well as from material collected from, or supplied by, individual or institutional research efforts. The Archive is also intended as a safe haven to those Tribal members or families who wish to gift or loan priceless family heritage records or objects to be held for them according to individual gift or loan agreement as approved by the MHMA Board.

Material Formats

Archival materials and objects may be in all forms/formats and include, but are not limited to, the following: manuscripts, publications, photographs, slides, negatives, plates, lithographs, maps, journals, diaries, memorabilia, audio, and video recordings as well as material objects such as clothing, clay objects, pipes, etc. Both original items as well as copies will be archived.

Pertinent records include but are not limited to: language records, treaties, genealogy, membership rolls, BIA records, CFR and Tribal Court records pertaining to Miami Tribal government, land records, Tribal government records, meeting minutes, and resolutions.

Of great cultural importance are Tribal genealogy records which consist of materials in all formats documenting Tribal membership. They include family birth records, death records, marriage records, oral tradition records, memos, correspondence, annual meeting minutes, journals, and diaries.

COLLECTION DEVELOPMENT – ACQUISITION POLICY

The Myaamia Heritage Museum and Archives limits acquisitions, as well as acceptance of gifts and loans, to materials dealing specifically with the history, language, and culture of the Miami Tribe. All items to be added, whether by acquisition, gift or loan, will be presented to the MHMA Board for approval, or denial, for admission to the archive. The Board is charged with aiding in the maintenance of a quality archive by ensuring authenticity and guarding against redundancy or irrelevancy. The accession procedures employed by the Board are outlined on page 5 of this document.

Selection Process

The MHMA Board, as appointed by the Chief and Business Committee by Resolution, consists of at least three Tribal members working in the significant areas of cultural restoration, language reclamation, and historic preservation, and two museum/archive professionals either from within or without the community. The chairman of the Board will be the Tribal Cultural Preservation Officer who will be responsible for Board communication, submission of requests for accession and deaccession approval, and Board activity records. Deaccession of any item from the Archive requires recommendation of such action by a Tribal member, the Cultural Preservation Officer or any member of the Board and can only be approved by a final vote of the MHMA Board as a whole after thorough review and voting.

Collection Accessibility

The Myaamia Heritage Museum and Archive exists, first and foremost, for the beneficial use of citizens of the Miami Tribe of Oklahoma. While much of our archival collection is old and fragile, some simple and respectful guidelines have been adopted to preserve them. These guidelines are in use in most archival institutions and are not intended as a barrier to research, but as a preservation measure to insure survival of the collections for generations to come. Therefore, on site accessibility, as well as levels of accessibility to any web resources provided by the Archive, will be made available to Tribal members and guests according to these guidelines.

Myaamia Heritage Museum and Archive Archive Guidelines for Visitors *kweesitoolaanki*

1. All patrons using the Myaamia Heritage Museum and Archive must present a valid photo ID prior to archive/museum access. Tribal members must present proof of enrollment in the Miami Tribe of Oklahoma to the archivist or be approved by the enrollment clerk should they not have their enrollment card at hand.
2. Materials housed in the Archive are made accessible primarily by computer image (PDF) files stored on the MHMA server. Materials housed in the Archive (including books) do not circulate to patrons and must be used in the viewing/reading area only in the presence of the Archivist. No item in the collection may be taken from the Myaamia Heritage Museum and Archive viewing area without the express written consent of the MHMA Board or the Cultural Preservation Officer.
3. Only two files may be presented for viewing at any time. Upon completion of viewing the archivist will return the files to the archive area and bring two more as re-quested.
4. When viewing and/or handling archived items patrons may be required to wear appropriate gloves or other protective items as needed.
5. Materials requested by patrons will be retrieved by the Archives staff only and brought to the reading area. Patrons will not be permitted access to the archive area without having first obtained written permission from the MHMA Board or the Cultural Preservation Officer.
6. Smoking, eating and drinking are prohibited in the Myaamia Heritage Museum & Archive and the outside office/viewing/reading area.

7. Patrons will use only pencils and laptop computers for note-taking. Archives staff will provide pencils and paper when needed. Two PC computer workstations are provided in the archive reading area. No personal scanners or cameras are permitted.
 8. Photographing of items in the MHMA collection is prohibited as all items and objects have been photographed by the MHMA and those images are available as PDF files. Requests for special permission to photograph items may be submitted in writing to the MHMA Board. Written approval is needed for the archivist to allow photographing of items.
 9. Printing of PDF images and photocopying will be done by staff on a limited basis for research purposes. Copies are .25 each for walk-in patrons and .10 each for Tribal members who provide proof of enrollment. All photocopying must abide by the "fair use" provision of U.S. copyright laws. The Archivist reserves the right to prohibit copying of fragile materials due to legal or contractual reasons. Costs for copies are subject to change without notice.
 10. Additional black and white prints of many photographs may be ordered through the Archive. The Archivist reserves the right to refuse service due to the condition of the item or copyright/legal considerations. Costs for prints are 5" x 7" - \$8.00 each; 8" x 10" - \$10.00 each.
 11. Access to collections may be subject to donor restrictions as listed in the Deed of Gift or Loan Agreement pertaining to the collection or item or as may be implemented by the MHMA Board.
 12. In addition to serving walk-in patrons, the Archives will be happy to handle reasonable phone or mail requests for information during business hours.
 13. To prevent theft or accidental removal of archival materials, all book bags, briefcases and handbags will be stored in the viewing/reading room in a private locker during the researcher's time of visit and are subject to inspection at time of departure. All materials printed will also be inspected at time of departure.
 14. A photocopy or digital image does NOT IMPLY permission to publish.
 15. No cameras, handheld scanners or camera phones are allowed in the archive.
- The above guidelines are provided to all visitors to the MHMA and must be signed by the visitor before access to the archive is permitted.

Proprietary Rights

Items in the Myaamia Heritage Museum and Archive will be identified as belonging to one or more of the following categories:

1. Permanent Items/Objects: These are items and/or objects that have been acquired by or permanently gifted/deeded to the Myaamia Heritage Museum and Archive, the Nation proper, or the Office of Cultural Preservation and are thereby the property of the Miami Tribe of Oklahoma. Each permanent item/object will be coded as to accessibility by the MHMA Board. Permanent objects can be subject to viewing/handling stipulations or limited access as directed by a donor and will be clearly marked.
2. Temporary Items/Objects: These are items and/or objects that are on temporary loan by an institution, family, or individual. No temporary loan may occur without a signed loan agreement. Loan agreements can dictate the level of accessibility to the item(s) on loan as well as viewing/handling stipulations. The parameters of any loan agreement will be strictly adhered to in mutual respect.
3. Cultural Items/Objects: These are items and/or objects obtained through gift, purchase, loan or repatriation under the NAGPRA. Accessibility will be determined per item by the MHMA Board. No Miami cultural object, or object of Cultural Patrimony as defined by the NAGPRA, owned or repatriated under the NAGPRA will be made available for view to non-Tribal members without the written request of the person(s) wishing to view the object and the subsequent written consent of the MHMA Board.

Accession Procedures

The MHMA Board will employ the following procedures when items are under consideration for addition to the permanent collection.

1. The MHMA Board is officially authorized to approve all additions to the collection. The Board will approve the permanent addition of items/objects to the archive based on relevance to the preservation and perpetuation of Miami history and culture. The Board reserves the right to deny additions deemed irrelevant.
2. Archival materials may be acquired as gifts, transfer from the Myaamia Collection at Miami University, or by purchase based on the above mentioned Board approval.
3. Accession forms will be completed for all records, objects, items, etc., to be added to the MHMA collection. A copy of the accession form will be supplied to the seller, donor or archive from whence it originated.
4. All items/objects to be added/stored in the MHMA storage/archive area will be curated in appropriate archival quality storage containers/file folders/boxes, etc.
5. All items will be pre-assessed for environmental hazards such as mold, pests, contaminants, pesticides, etc., before being added to the collection.
6. Deaccession of any item from the Archive requires recommendation of such action by a Tribal member, the Cultural Preservation Officer or any member of the Board and can only be approved by a final vote of the MHMA Board as a whole after thorough review and voting.

Archive Security

The MHMA is protected/secured by the following measures:

1. All patrons will check personal items with the archivist in the office/viewing/reading area. Items will be stored in a private locker for the patron during the visit.
2. All patrons will be subject to search upon departure.
3. All patrons will be limited to the use of pencils for note taking – no permanent pens, markers, etc., will be allowed in the viewing/reading area.
4. No cameras, handheld scanners or camera phones are allowed in the archive.
5. The archive/museum area is protected by a digital finger/thumb print reader that has been programmed to allow access for a limited number of individuals. ONLY the archivist on duty has permission to access the archive. Any person(s) entering the archive during regular business hours, or off hours, will be required to fill out a report as to the reason for that action. The report will be submitted to the MHMA Board for action. All access/entries are recorded electronically and a log is kept. An automatic e-mail is generated and sent to the Cultural Preservation Office any time the archive door opens and informs the Cultural Preservation Officer of who entered and what time.
6. The MHMA is fire proof, water proof, and storm proof up to winds of approximately 150 miles per hour. The archive is protected by a TRITON RP dry chemical fire suppression system. The climate is controlled at a steady 62 degrees Fahrenheit and 45% humidity. Only archival quality materials, storage containers, labels and writing instruments will be employed by the MHMA.
7. The Tribal Environmental Monitoring Office is responsible for regular pest assessment and control.
8. Both the office/viewing/reading area and the museum/archive are guarded by five poly-com cameras set to record all movement 24 hours per day, 7 days per week. Tapes are retained.
9. All lighting in the MHMA has UV protective covers.
10. The MHMA is supported/protected by a generator that is fully capable of maintaining the power needed to keep all security equipment fully functional in the event of power loss.
11. All materials in the collection of the MHMA are protected under insurance policies of the Miami Tribe of Oklahoma.

Risk Management

In the event of a natural disaster, theft, custodial neglect, etc., that may challenge the security measures of the MHMA, the following measures are in place:

1. Insurance for catastrophic monetary losses. Insurance policies will be reviewed annually by the Board and/or as deemed necessary by terms within the policy. A current copy of the insurance policy along with coverage limits will be held in the Tribal Office of Vital Records and is accessible by the MHMA Board as required.
2. Integrated Pest Management: protection of property and collections, protection of the health and safety of individuals coming into contact with the collection(s). Preventative approach: ongoing inspection protocol that will detect pest infestation early – includes investigation, visual monitoring, etc., sticky traps, expert identification, record keeping of all inspection and trapping. Prescriptions to address issues shall be approved by the MHMA Board in writing prior to action.
3. Disaster Recovery: In the event of a natural disaster that will threaten or compromise the security standard/status of the MHMA, the Miami Tribe of Oklahoma Infrastructure Officer shall be the first point of contact by the person(s) first to discover the issue. Second in the chain of command will be the Miami Tribe of Oklahoma National Security Officer followed by the Cultural Preservation Officer. The MHMA Board will write a Disaster Recovery Plan for the MHMA and will submit said plan to the Miami Tribal Business Committee for approval no later than December 31, 2006.

Monitoring

The archivist shall keep a record of all regular, and irregular, activities of the day to day function of the MHMA. The record shall be submitted in writing monthly to the Cultural Preservation Officer for dissemination to the Board.

Collection Inventory

The archivist is responsible for spot inventory prior to returning a file to storage. However, a complete inventory shall be administered every 12 months for the purpose of identifying misplaced items and locating such for return to their appropriate storage location. A written report shall be submitted by the archivist to the MHMA board following each inventory.

Policy Revision

The MHMA Board shall review this policy quarterly and shall revise or amend as needed according to the monitoring record. All policy revision is subject to final approval of the Miami Tribe of Oklahoma Business Committee and is validated by resolution.

Compliance

The MHMA Board, its Policies and Procedures and all forms and documents employed in the management of the MHMA shall be subject to review/audit of the Miami Tribe of Oklahoma Business Committee at any time.

Any questions or concerns regarding these Policies and Procedures of the Myaamia Heritage Museum & Archive should be addressed in writing to the Cultural Preservation Officer of the Miami Tribe of Oklahoma at 202 S. Eight Tribes Trail, Miami, OK 74354.

This document was created by the Cultural Preservation Office of the Miami Tribe of Oklahoma with participation and approval of the MHMA Board. These Policies and Procedures have been adopted by the Miami Tribe of Oklahoma by Tribal Resolution on _____, 2006.