



GILLESPIE COUNTY HISTORICAL SOCIETY
PIONEER MUSEUM FREDERICKSBURG

COLLECTIONS

MANAGEMENT POLICY

REVISED SEPTEMBER 2019

Approved by the Board of Directors September 23, 2019

GILLESPIE COUNTY HISTORICAL SOCIETY

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MISSION STATEMENT

The mission of the Gillespie County Historical Society is to teach current and future generations the history, culture, and traditions of Fredericksburg and Gillespie County for the advancement of knowledge and preservation of our proud heritage.

DESCRIPTION and SCOPE of our COLLECTIONS

The collections owned by the Gillespie County Historical Society (hereafter “Society”) are held in the public trust. They include:

1. Eight (8) historic structures and contents, the DB House and exhibit contents, six (6) windmills, and multiple wagons located on the 3.5 acre-campus of the Pioneer Museum at 325 W Main Street, Fredericksburg, TX;
2. Objects on display and in storage at 312 W San Antonio Street, Fredericksburg, TX;
3. The Vereins Kirche and contents at 100 W Main Street, Fredericksburg, TX;
4. The Schandua House and contents at 111 E Austin Street, Fredericksburg, Texas.

Items in the collections must pertain to Gillespie County. Items donated must be made or used in the county. This includes items brought with people on their journey from Germany to Fredericksburg and Gillespie County.

For the sake of displaying and using items in the space available, the Society limits the date scope of three-dimensional objects to the first 125 years of Fredericksburg’s history: 1846-1971. The time parameters were chosen based on the dates of use for the Society’s historic homes and buildings where objects, photographs, and archives are displayed.

We collect photographic material. It must be identified when donated. Photographic and archival documents may be from any period in Gillespie County history and up to the present day.

The Society holds only a permanent collection for use in these buildings owned and operated by the Society. These items were collected and are preserved for their importance in the history and

culture of Gillespie County. The items are used for exhibition to support the mission of the Society. Public access of these items is through exhibitions or by guided access with a curatorial staff member of the Society.

I. FORMS USED

The following forms are used by the Society to permanently record actions regarding collections are:

1. Gift Agreement – formal acceptance agreement of donations noting item(s) description, collection name, significance to Gillespie County, donor’s name and contact information, date of acceptance, and appropriate signatures.
2. Loan Agreement – same for outgoing or incoming loans, noting item(s) with a description, current condition, reason for loan, borrower’s information, term of loan, condition requirements, insurance information, transportation information, and authorized signatures.
3. Deaccession Form – noting item description, any information regarding original acquisition, reasons for deaccessioning, date of deaccession, donor information when possible, manner of disposal, and authorized signatures.
4. Research Agreement – notes researcher’s request for time and access to collections, pricing per hour (as per most recently updated Fee Schedule), any special elements of the request, and signed by Curator.

II. ACQUISITIONS

1. Acquisitions are items or materials physically acquired by the Society.
2. Acquisitions may be obtained through outright gift, purchase, or deferred giving such as that in the form of a charitable remainder trust, a charitable lead trust, or transfer to a pooled income fund.
3. The Society in most cases only acquires materials unencumbered by conditions imposed by the owner, donor, or by the nature of the material itself.
4. Potential acquisitions must meet all of the following criteria before the acquisition is authorized.
 - a. The materials must fit the Society’s mission,
 - b. The materials must have sufficient documentation as to its provenance,
 - c. The Society must be able to properly care for and provide a perpetual stable environment for the proposed acquisition.

5. All pending donations to the Society are reviewed by the Curator. If a donation is unencumbered and meets the stated acquisition criteria, the Curator may approve the items for collections.
6. Upon acceptance of a donated acquisition, the donor must complete a Gift Agreement which is then signed by the Executive Director and the Curator.
7. Proper records on acquisitioned materials are maintained by the Curator. New acquisitions are reported to the Executive Director as part of the Curator's monthly report.
8. The Curator processes the item within the month and sends a copy of the completed and signed Gift Agreement to the donor via US Mail for their personal records. The item is then inventoried, entered into the PastPerfect database, the donor files (digital and hard copy), and the item is either placed in storage or on display.
9. Items of questionable provenance or obtained through illicit means shall not be acquired. Material shall be acquired only when the Society has determined to the best of its ability the material has been collected, exported or imported in compliance with the laws and regulations of the country of origin, of the federal government of the United States, and of the individual states within the United States. The Society will attempt to conduct its collecting activities with consistent understanding of these laws and regulations.
10. Items in poor condition, such as water damage, mildew, mold, brittle, broken, or deteriorated beyond repair will not be accepted by the Society.

III. ENCUMBERED ACQUISITIONS

1. On occasion the Society may be offered, or the Society may seek an acquisition that is encumbered or comes with stipulations, and the Curator deems it worth taking it into our collections because it uniquely fulfills a mission objective. The Curator will prepare a proposal to accept the acquisition into our collections, stating the reasons for acceptance, noting the encumbrance or stipulations, and will present it to the Board for approval as a Special Case. If the Board approves, the encumbrances or stipulations must be stated clearly in the Gift Agreement.
2. In the absence of indication to the contrary, the Society assumes that all donors are sole and has no responsibility for confirming ownership. In addition, if the donor or vendor possesses copyright materials, they will be encouraged to relinquish and transfer those rights, title, and interest in copyright and transfer to the Society. If this is not agreed upon, the donation is treated as an encumbered donation.

IV. BEQUESTS

The Society reserves the right to accept or refuse any bequest of collection material or any part thereof made to it. In reviewing a bequest, the Curator follows the same procedures as for all Donated Acquisitions.

V. PURCHASES

1. It is the responsibility of the Curator to make a concerted effort to secure all donations to collections without monies being expended, however, sometimes purchasing materials may be deemed an opportunity for the Society to better fulfill its mission.
2. Collection items considered for purchase must be vetted by the Curator, who will then make a recommendation to the Executive Director, who must then approve it.
3. Any collections items to be purchased that exceed a \$100.00 value must be submitted for review and approval by the Board of Directors.
4. If purchase of materials for the Society collections is conducted, they must be accepted with all the same relinquishment of title and rights as a non-purchase donation.

VI. TRANSFERS OR EXCHANGES

If the Curator deems the collection objectives of the Society can be enhanced, then the transfer or exchange of collection materials may occur. Any transfer or exchange must be reviewed by the Curator and Executive Director, with a report submitted for review and approval by the Board.

VII. APPRAISAL RESTRICTIONS

No Society staff member shall offer appraisals of materials considered for acquisition. Donors desiring an Income Tax Deduction for donated materials must obtain an appraisal from an independent appraiser. Society staff may assist with locating a suitable independent appraiser.

VIII. ACCESSIONING

1. Accessioning is the process of formally and legally transferring ownership of an acquisition to the Society for its permanent collection.

2. The Curator leads in the process of accessioning.
3. The Gift Agreement completed at the time of acquisition provides the necessary information for the accession process, namely, assigning an accession number, listing date of acquisition, donor information, and background on the items.
4. The Gift Agreement, correspondence related to the items, research on the items, and accession documents are then placed in a donor file in the Curator's office. This information is also entered into an Excel spreadsheet on the Collections Server.
5. Items are entered into the PastPerfect database within 60 days of accession.

IX. DEACCESSIONING

1. Deaccessioning is the process of removing accessioned materials from the Society's collections.
2. The Curator leads in the process of deaccessioning.
3. Materials in the collections should be retained permanently if they continue to be relevant to the Society's mission statement and remain within the ability of the Society to properly house, preserve, and use them.
4. Deaccessioning of materials may be considered once it is determined by the Curator that the above-mentioned criteria are no longer met. All materials selected for deaccessioning must be presented to the Board for final approval.
5. To be considered for deaccessioning, materials in the collections must meet one or more of the following criteria:
 - a. The materials do not pertain to the Gillespie County Historical Society mission statement;
 - b. The materials have been lost for more than two years;
 - c. The materials lack physical stability, have failed to retain their identity or have deteriorated beyond normal usefulness;
 - d. The materials have dubious utilization in the foreseeable future;
 - e. The materials are redundant beyond the ability to properly store or display;
 - f. The Society is unable to preserve the materials properly;
 - g. The materials have been accidentally accessioned twice and the second accession number is removed.
6. Deaccessioned materials may be disposed of by donating to another 501(c)3 institution or organization, placing in a public auction, or destroying. The Curator and Executive Director will confer to determine the most appropriate method.

7. No employee past or present and no Board member past or present shall purchase any deaccessioned materials except at public auction.
8. The use of proceeds from the sale of any deaccessioned item is restricted to direct care of existing collections or the purchase of new collections.
9. Funds generated by the deaccessioning of objects from the permanent collection will be placed in a separate restricted fund called the Deaccessioning Fund.
10. Direct care expense is defined as that having a positive impact on the collection's condition and will specifically enhance the life of the collection, including:
 - a. Optimizing storage environment
 - b. Removing potential contaminants in surfaces of storage environment
 - c. Integrated pest control
 - d. Appropriate humidity and temperature control
 - e. Fees for conservation professionals
 - f. Disaster related costs for salvage, including fees for salvage consultants
 - g. Repairs to or cleaning of objects on daily display in our historic structures
11. Direct care expenses do NOT include:
 - a. Staff salaries
 - b. Interpretive exhibit expenses
 - c. Routine building maintenance such as painting, repairs, replacing hardware, light bulbs, etc.
12. The process for securing funds for direct expenses from the Deaccessioning Fund shall be as follows:
 - a. The Curator, in consultation with the Executive Director, will make the request to the Board for the specific use(s) and associated costs.
 - b. The expense will be justified by the answers to the 7 Guiding Questions on page 11 [attached] of the AAM publication: "Direct Care of Collections: Ethics, Guidelines and Recommendations, March 2019 Update."
 - c. The Board may consider approval in either a regular monthly meeting or a special meeting.

X. SPECIAL CASE FOR DEACCESSIONING ITEMS LOANED FROM 1934-1994:

1. Because the Society operated from its inception in 1934 through the early 1990s without any formal accession criteria or procedures, there are items in our permanent collection without the requisite written agreements. As the needs of the Society have developed with regard to creating adequate space for its collections and refining its mission, there may be items in our possession donated during these years that are now determined to be no longer useful to our purposes. With this Collections Management

Policy, the Society is instituting deaccession standards that include their designation as abandoned property.

2. Therefore, when necessary, the Society shall follow Texas abandoned property law for such items in the collection for more than 15 years. According to the Texas Historical Commission's *Texas Preservation Handbook for County Historical Commissions*,
3. Notice to Lender is as follows:

Sec. 80.003 Notice to Lender

- (a) *If a museum is required to give a lender notice under this chapter, the museum is considered to have given the lender notice if the museum mails the notice to the lender at the lender's address and proof of receipt is received by the museum within 30 days after the date the notice is mailed.*
- (b) *If the museum does not have an address for the lender or if proof of receipt is not received by the museum, the notice is considered to be given if the museum publishes notice at least once a week for two consecutive weeks in a newspaper of general circulation in both the county in which the museum is located and the county of the lender's address, if known.*

Sec. 80.004 Abandoned Property; Notice; Title to Property

- (a) *Unless there is a written unexpired loan agreement to the contrary, any property on loan to a museum for 15 years or more and to which no person has made claim according to the records of the museum is considered abandoned and, notwithstanding Chapter 72, becomes the property of the museum if the museum has given the lender notice in accordance with Section 80.003*
 - (b) *If no valid claim has been made to the property within 65 days after the date of the last notice given under Section 80.003, title to the property vest in the museum free from all claims of the owner and all persons claiming through or under the owner.*
4. A review process for deaccessioning materials will not be required if, in the opinion of the Curator, the following conditions apply:
 - a. The materials pose an immediate danger to Society property or safety;
 - b. The condition of the materials is such that repair or restoration is not possible;
 - c. The materials are of such minimal value to Society operations, and it cannot sell or exchange them.
 5. The Curator has the authority to dispose of said materials. A written report will be given to the Executive Director and the Board describing the action and will be placed in the Society's permanent record.

6. In considering deaccessioning, the Society shall give preference to retaining all materials possible that are part of the artistic, historical, ethnological, or scientific heritage of Gillespie County.

XI. LOANS - INCOMING

1. The Society does not accept items on loan to place in permanent collections.
2. Loans for exhibit purposes, however, may on occasion be sought by the Curator. All loan proposals will be presented to the Board for approval of terms. They will be for a specific period, such as two weeks (14 days) before and after installation and removal of the exhibit.
3. All incoming loans are recorded with a Loan Agreement. These forms are kept in the Curator's office in the Loans filing drawer. Loan Agreements will be kept in perpetuity in order to track certain items and organizations.
4. The Society is responsible for the maintenance and care of the loaned materials while they are in the Society's possession. However, insurance shall be carried by the lender unless the Agreement stipulates differently.
5. If upon the termination date of the loan, the lender or an authorized agent cannot be contacted, the borrowed materials are placed in the possession of the Society after 30 days from written registered notification, and the Society's responsibility for the materials shall cease, and it shall have the right to store them at the lender's risk.
6. If no claims are made on the borrowed materials and after all reasonable attempts have been made to make contact with the lender, the Society may claim title to the materials. From that point onward, repossession may only take place after presenting legal proof of ownership. The Society should employ legal counsel before surrendering any lent materials that have gone uncollected for a minimum of 2 years.
7. Exempted from the above-mentioned policy guidelines are those materials properly sanctioned as "long-term" or "permanent" from previous Society administrations from 1935-1994. The Society no longer accepts loans of collections items.
8. In the Curator's office and in the handwritten donor records are notations of many items currently in the permanent collection (dating back to 1935) that are legally still on loan. These documents must be recorded in order to move forward in the case of the Society instigating a deaccessioning project regarding any of these items.

XII. LOANS – OUTGOING

1. All loans of materials in the Society's permanent collections, except those released for conservation purposes, must be approved by the Curator and Executive Director and then presented to the Board, which has final authority for approval.
2. All outgoing loans are subject to periodic checks from Society staff. If the condition of lent materials is deemed by Society staff to be unstable, they must be returned to the Society within 30 days of notification. The Society may institute necessary legal action in such cases.
3. Insurance for materials lent by the Society will be carried by the borrower. Any exceptions must be made in advance in contractual form.
4. Transportation to and from the Society's collections site will be arranged according to stipulations by the Curator, and all costs are to be borne by the borrower.
5. Materials loaned by the Society are recorded with a Loan Agreement created by the Curator and approved by the Board stating the terms concerning the loan. Materials will not be released until the form has been signed by the borrower or borrower's agent, the Curator, and the Executive Director. Loan Agreements are kept in perpetuity in order to track certain items and organizations.

XIII. COLLECTIONS CARE

1. The Society understands its obligation to protect its collections which are held in the public trust. Therefore, the Society shall act to the best of its ability to preserve the collection. This section outlines the criteria.
2. At present all eight (8) usable storage rooms on site in the Old Methodist Church are at or nearing capacity and at present sufficient to our needs.
3. All Society collections will reside in one of seven (7) locations:
 - a. On exhibit at the Vereins Kirche, 100 W Main Street;
 - b. On exhibit at the Pioneer Museum complex, 325 W Main Street;
 - c. On exhibit at the Schandua House, 111 E Austin Street;
 - d. In permanent collections storage in the Old First Methodist Church, 312 W San Antonio Street;
 - e. On loan at an approved museum or selected site;
 - f. In the possession of conservator or repair personnel;
 - g. In a climate-controlled short-term storage unit in Fredericksburg.
4. The Society shall provide as stable a microenvironment (structural, equipment and item level container) as possible for all its collections in storage. The standard is

measured against criteria established by the Smithsonian Museum Conservation Institute and the American Alliance of Museums.

5. All efforts are being made to keep the museum collection in storage within the Smithsonian limits of 45% relative humidity +/-8% RH, and 70 degrees Fahrenheit +/-4 degrees.
6. All collection storage areas remain locked when not in use by Curatorial staff.
7. All efforts will be made to store permanent collections materials on inert or acid free surfaces, such as steel shelving and acid free boxes, sleeves, envelopes, or containers.
8. The experience we provide at the Pioneer Museum offers the display of some objects from our collections out in the open, unsecured for our visitors to view as part of the authentic setting enhancing the historic structure. We consider this a positive component of our guest experience, and acknowledge it requires special policies to ensure reasonable protection, therefore:
 - a. We restrict objects for this purpose to those categorized as low risk, meaning that they are considered to be of such value that the impact of their unauthorized access, removal, theft, or damage would not be significantly detrimental to the image or reputation of the museum. Duplicate or replacement items might fill their void.
 - b. They are kept in similar circumstances as their original owner had them, i.e. exposed to conditions of ambient heat/cold inside a structure and subjected to natural humidity.
 - c. Nothing from our collections that is one-of-a-kind is ever on display unsecured from theft or damage.
 - d. Nothing that is significantly valuable from a research perspective is ever on display unsecured from theft or damage.
 - e. We have a photographic record of these items in their exhibit appearance as a reference, and we conduct a routine visual inventory weekly.
 - f. We require visitors to enter and exit through the Gift Shop where someone is on duty continuously during operating hours
9. A quarterly inspection of collections/exhibit areas for insect or vermin presence or infestation will be conducted.
10. The Curator's monthly report to the Executive Director contains a status report of the collection's physical stability and integrity.
11. If it is determined that any collections materials, whether on exhibit or in permanent storage are not adequately cared for due to restrictions in space or conditions, then it

is the duty of the Curator to make a recommendation to the Executive Directory concerning emergency off-site storage measures.

12. When any collection materials are being cleaned, used for research or docent tour use, cotton gloves are always to be worn.
13. When the facility is rented for non-museum events, the exhibit and storage areas are checked to be locked. Unless a tour of the historic structures is part of the rental, they will be locked as well. The collection storage rooms in the Old First Methodist Church are locked and “No Entry” signs on rope stanchions are placed at the bottom of staircases leading to the storage area.
14. Food, drinks, and flowers are not allowed in exhibit areas during rentals or events. They are allowed in the common areas on the first floor of the Old First Methodist Church, where only pieces of art are on display on the walls.

XIV. COLLECTIONS STORAGE SYSTEM

1. The Society’s permanent collection in storage currently occupies eight (8) rooms on the second floor of the Old First Methodist Church.
2. Having a complete and accurate inventory of our permanent collections, listing details and cataloguing each item, and digitizing all documents and images is the policy of the Society.
3. Collection storage room 202 is where the photo collection is stored. According to the PastPerfect database, as of the date of this policy, over 45,000 of these photos are digitized and catalogued, this room is 98% catalogued and digitized.
4. Collection storage room 203 houses the newspaper collections, as well as Gillespie County records and various historic journals which are part of the permanent collection. The majority of the newspapers are bound copies of the *Fredericksburg Radio Post*, which was owned and operated by the Dietel family for most of its existence. The Dietel family donated the 40,000 photos to the Society in 2002. The bound editions of the newspapers were donated at a later date; all items are part of one Dietel Collection. Room 203 also contains unbound and unindexed copies of the *Fredericksburg Standard*, which is still in print, Gillespie County court documents from 1855 to 1926, and Tax Assessor’s Guidebooks from 1932 to 1971. Journals in the permanent collection stored in this room are largely comprised of a Junior Historian collection, published by the Texas State Historical Association.
5. Rooms 205, 207, 208, and 209 contain most of the permanent collection of three-dimensional objects. The artifacts in rooms 207 and 209 have been inventoried,

- catalogued and digitized. These items are detailed, and photographed in our museum digital software, PastPerfect. The information included in the database is the object description, condition, collection name, and current storage location of the object.
6. Each item in PastPerfect is given an accession number, which corresponds with the year of the donation, the specific donor, and the number of the object within the larger collection. Along with this information, PastPerfect includes a notation of physical location of the object. For the collection storage rooms upstairs, these locations include room number, shelf unit, and shelf number for quick accessibility.
 7. Rooms 205 and 208 are mostly uncatalogued and not digitized. Some of the items have accession numbers while others are unidentified. Some of the items with accession numbers have corresponding documents and are included in the handwritten donor files. Full cataloguing and digitizing of every collections items in these rooms is the policy of the Society.
 8. Room 208 contains many tools that are not on display; most of which are duplicates.
 9. Room 205 is the processing room and all acquisitioned items are in clear plastic tote boxes and many contain their initial gift agreements (some signed and others unsigned) in the boxes. Those without documentation are currently in limbo until a full inventory can be completed and documents located.
 10. Room 211 is our only dedicated archives, art, and large document storage room. This room is 50% catalogued and digitized in PastPerfect.
 11. The clothing collection is kept in the Textile closet at the top of the stairs on the east end of the building. The clothing in this closet has been digitized and catalogued in PastPerfect.
 12. The rooms listed will remain collection storage for the foreseeable future, with the potential addition of two more rooms in this area for collection storage.
 13. At the present time, these rooms are protected by locked doors with dedicated keys. “No Entry” signs are posted at the foot of the stairs to inform guests when the downstairs facility is rented for events and during staff working hours.
 14. The keys for the collection storage rooms are kept in the Curator’s office and are only used by the Curator, Archivist, Executive Director, or trained volunteers. Researchers and donors wanting access to these rooms are escorted by the Curator or Archivist. Rooms are unlocked only during the time the staff member is with the researcher or donor.
 15. As described in Sec. XIII. 8., some of our collection items are out on permanent display to authentically stage our historic structures on the grounds.

XV. COLLECTIONS RECORDS METHODOLOGY

1. The Society is dedicated to preserving the permanent registration and accession of records of its buildings, sites, and archival material. In addition to the collections handwritten donor record binder, PastPerfect inventory sheets digitized items for each building are included in building specific binders in the Curator's office. As of the date of this policy, the Society has approximately 80% of its collection catalogued and digitized in the PastPerfect database. Full cataloguing and digitization is our policy. The handwritten donor record binder is also digitized in an Excel spreadsheet for a full-text searchable list of items and is stored on the Collections Server.
2. As data is entered into the computer, a digital backup copy is downloaded into a cloud-based server on Crashplan. The computer with Crashplan is regularly backed up every 15 minutes. Data is also backed up every day when PastPerfect is closed at the end of the workday.

XVI. COLLECTIONS INSURANCE

1. The collection is currently insured with Frantzen, Kaderli, and Klier Insurance in Fredericksburg, Texas.
2. The coverage plan is a Commercial Fine Art Insurance Policy for up to \$200,000 in damage or loss.
3. The addresses covered by this policy are 325 W Main, 312 W San Antonio Street, 100 W Main Street, and 111 E Austin Street.
4. The policy includes a \$1,000 deductible for any loss of property belonging to the Gillespie County Historical Society.

XVII. COLLECTIONS INVENTORY

1. The Curator will lead in conducting an annual inventory of the items on display in our historic structures in January.
2. The Curator will lead in conducting an inventory of the collection storage rooms in the Old First Methodist Church bi-annually during even numbered years.
3. Inventory will be done by curatorial staff with the help of trained volunteers.

4. Every person involved must wear cotton gloves when handling all collections materials.
5. The inventory will be conducted with Excel spreadsheets of reports created from PastPerfect. If undocumented items are found in the collection, they will be handwritten, proper documentation will be found or created, and items will be entered into PastPerfect.
6. The completed digital inventory reports from PastPerfect will be kept digitally on the Archives external drive, on the Crashplan cloud, and in hard copy form in each of their corresponding rooms and buildings, as well as in corresponding binders in the Curator's office.

XVIII. COLLECTIONS ACCESS

1. Access to collection storage rooms is provided by appointment to donors and researchers.
2. The keys for the collection storage rooms are held in the Curator's office and are only used by the Curator, Archivist, Executive Director, or trained volunteers. Researchers and donors wanting access to these rooms are escorted by the Curator or Archivist, and rooms are only unlocked when the staff member is with the researcher or donor.
3. For research purposes, an artifact may be removed from a collection storage room by a curatorial staff member. Artifacts may not leave the Old First Methodist Church unless they are in the hands of curatorial staff, a conservator, a contracted borrower or borrower's agent, or a trained staff member under direction of the curatorial staff. Objects leaving the building must only be transported to a borrowing museum or organization, or to a conservation area.
4. No bags, food, drinks, or pens are permitted in the research room. Cotton gloves are required when handling items in the research room. A trained staff member or trained volunteer will remain in the Curator's office throughout the duration of any use of the research room.
5. Requests for copies and images are completed and charged according to the most recently updated Fee Schedule. These requests include digital copies of photographs, copies of oral histories, and photocopies of printed materials in the collection.
6. There is no research and set-up fee for the first 1 (one) hour on a single project. If further staff time is required, patrons will be given the option of continuing with the service for a fee of \$20 per hour (\$5 per ¼ hour), non-taxable. Reproduction of documents and photographs takes one week. Patrons who continue with the service

must complete and sign the Research Services form. All image and oral history fees are taxable.

7. All research archival material remains the property of the Society. The purchaser must acknowledge ownership of the Society when used in any videos, websites, or print publications. If provided at cost, the credit should read, "*From the Archival Collections of the Gillespie County Historical Society, Fredericksburg, TX.*" If provided at no cost, the credit line should read, "*Courtesy of the Gillespie County Historical Society, Fredericksburg, TX.*"