

IDAHO STATE HISTORICAL SOCIETY

REFERENCE SERIES

RULES OF THE IDAHO STATE HISTORICAL SOCIETY,
in effect December 1, 1965

Number 152

Substantive Rules

1. The Idaho Historical Society exists to serve the public, and will be open at such hours and on such days as it finds necessary, in order to serve the public, and within the limitations of its budget. These hours may be changed from time to time. The Museum will be open on certain holidays.
2. Accessions - The Historical Society will accept such objects, manuscripts, maps, pictures, books, papers, etc., as it deems to be historically significant and important. The Society reserves the right to decide what it will accept.
3. The Historical Society is a research, not a lending institution. Books, objects, pictures, and other collections, are to be viewed or read in the building, and are not to be taken from the building except as otherwise provided. The Historical Society has written agreements with certain educational and other institutions, covering the deposit or loan of manuscript and other research materials. The Society also makes interlibrary loans of certain classes of books and printed materials.
4. Loans of Objects and Pictures - It is the general policy of the Society to lend objects for specific short terms to responsible organizations, and even to individuals, subject to approval by the Director. The borrower shall be held responsible for the safe-keeping and return of all such objects. A loan agreement shall be signed by the borrower in all such cases.

Objects will be loaned primarily for exhibition in connection with some purpose that is not at odds with the purpose of the Society. It is a condition of such loans that credit be publicly given to the Historical Society for ownership and provision of the objects.

Long-term loans may be made to other institutions, but the title of ownership does not pass with the object loaned. Such loans are generally on a "quid pro quo" basis, and with

a highly responsible institution.

As a general policy, pictures will not be loaned or taken from the museum except under direct supervision of a staff member.

5. Copies - Copies of any unrestricted picture may be purchased, provided that the purpose for which the picture is to be used is in keeping with the purposes of the Historical Society, and provided that credit is given to the Historical Society for each picture used. Crediting procedures will be set up by the Historical Society.

The Historical Society microfilms manuscripts, theses, and other materials of historical significance. Copies of these films may be purchased.

6. Objects not on display will be shown on specific request.
7. Files, catalogs, and storage areas are to be used by the staff to assist the public, but, for security reasons, are open to the public only under supervision of a staff person.
8. As a general rule, the Historical Society will not accept loans of pictures, objects, etc. except on a short-term basis and for specific reasons such as special exhibitions.
9. Genealogical Library - The Genealogical Library will be open to the public only when the Genealogical Librarian or other authorized employee is present.

Since the needs of Genealogical Library vary from time to time, its hours may be changed by the Genealogical Librarian and Director as circumstances direct.

The Historical Society sponsors, as an affiliate, the Idaho Genealogical Society, and provides headquarters for it in the Genealogical Library.

Any patron of the Genealogical Library may contribute toward the purchase of United States Census film, under procedures set up by the Genealogical Library, and the Historical Society will pay the balance of the cost, retaining title to and possession of the film.

10. Membership - The Idaho Historical Society maintains a membership, open to all persons. Classes of membership and fees therefore are set by the Historical Society. The rights and privileges of all classes of members are and shall be equal.

Archaeological Permits

1. Persons or organizations proposing to undertake archaeological or vertebrate paleontological excavations within lands owned by the State of Idaho shall, in accordance with the provisions of Chapter 181, Idaho Session Laws, 1963, approved March 19, 1963, apply in writing to the trustees of the Idaho State Historical Society for a permit. Applications should be addressed to the Society at 210 Main Street, Boise, 83702, and should be typewritten in duplicate.
2. Before application is made, permission from the Idaho State Land Board shall have been obtained for excavation of Idaho state lands, and a copy of such permission shall be included with the application for a permit.
3. The letter of application for a permit shall include:
 - a. A description or sketch plan of the location of the proposed excavation, sufficiently precise that it can be located upon a map of Idaho with reasonable accuracy. Section, range, and township should be included where possible.
 - b. A brief general description of the archaeological or paleontological site, including an indication of its size.
 - c. Name of the individual to be in immediate charge of excavation, together with his professional qualifications.
 - d. General extent of the excavation proposed, expected date of beginning, and anticipated time needed to complete work.
 - e. The proposed disposition of artifacts and specimens recovered.
 - f. Information concerning possible scholarly publication of the findings.
4. Applications for permits are referred to a professional advisory committee designated by the trustees of the Idaho Historical Society. (On August 1, 1963, this committee consisted of Dr. Earl Cook, Director of the Idaho Bureau of Mines and Geology, Dr. Earl H. Swanson, Director of the Museum of Idaho State University, and H. J. Swinney, Director of the Idaho Historical Society.)

5. If the Society proposes to retain for the State of Idaho any proportion of the artifacts, specimens, and other objects recovered in an investigation not conducted by a department of the State of Idaho, an agreement of the proportion will be made with the applicant at the time the permit is issued.
6. No exclusive permit shall be granted for a larger area than the applicant can reasonably be expected to explore fully and systematically within the time limit proposed in the application.
7. Permits shall be granted for a definite period of time, but shall be terminable at the discretion of the trustees. Failure to begin the work outlined within a reasonable length of time or to continue such work with reasonable diligence may result in cancellation of the permit.
8. Two copies of the permit shall be furnished to successful applicants, and one copy shall be kept at the excavation site whenever work is going on there. The site may be inspected by trustees of advisory committee members or their designated representatives.
9. Annual reports of progress of work done must be submitted to the Society in triplicate; they shall be accompanied by photographs sufficient to give a general conception of the undertaking. The Society will transmit copies to the University of Idaho and Idaho State University.
10. A final report in triplicate is also required; this may be in the form of a published scholarly report. Permit holders shall also provide three copies of any other scholarly publication concerning the work for which the permit was granted.
11. Upon completion of the excavation, the ground is to be returned to a safe and sightly condition. In particular, all excavations are to be filled.
12. Upon completion of the work, the permit holder shall notify the Idaho State Historical Society of the location of the artifacts, specimens, and other objects recovered in the course of excavation, and shall provide a convenient opportunity for their examination by a representative of the trustees.

Procedural Rules - are those of the Department of Health.

Publications--450 N. 4th Street, Boise, ID 83702--208-334-3428