Grave Concerns

Oak Cemetery, Forth Smith, Sebastian County

A Preservation Manual For Historic Cemeteries in Arkansas

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A Preservation Manual for Historic Cemeteries in Arkansas

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This volume is one of a series developed by the Arkansas Historic Preservation Program for the identification and registration of the state's cultural resources. For more information, write the AHPP at 1500 Tower Building, 323 Center Street, Little Rock, AR 72201, call (501) 324-9880 [TDD 501-324-9811], visit www.ArkansasPreservation.org or send e-mail to info@arkansaspreservation.org

The Arkansas Historic Preservation Program is the agency of the Department of Arkansas Heritage responsible for the identification, evaluation, registration and preservation of the state's cultural resources. Other agencies in the department are the Arkansas Arts Council, the Delta Cultural Center, the Old State House Museum, Historic Arkansas Museum, the Arkansas Natural Heritage Commission, and the Mosaic Templars Cultural Center.

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Acknowledgement

The Arkansas Historic Preservation Program is an agency of the Department of Arkansas Heritage which seeks to identify a sense of time and place for Arkansans and enhance their quality of life through the documentation, interpretation, preservation and presentation of the state's natural, cultural and historic resources.

One such place that incorporates both natural and manmade elements is the historic cemetery. Although we are interested in prehistoric burial grounds that can be found throughout Arkansas, it is the places that were created by various cultural groups that settled and shaped the state from the early nineteenth through the mid twentieth century that is the focus of this handbook.

Almost every day the AHPP receives a call about an issue that concerns a historic cemetery. From inquiries as simple as, is the property on the National Register to more complex issues of what to do with broken monuments, each call has propelled the office to create a manual that addresses the most frequently asked questions.

Site visits to cemeteries from the Delta to the Highlands defined the types of problems found in our historic burial grounds. Questions during programs presented to Arkansas historical societies and others helped determine the most common, as well as unique, problems that face residents in efforts to preserve state cemeteries. Numerous authors, conservators, workshops, and organizations associated with cemetery preservation were consulted during the research phase for this manual. Other state cemetery preservation programs were studied to assist in the development of a realistic program that could be implemented within our state.

The following pages contain a guide to assist individuals and organizations in the basic steps toward the preservation of historic graveyards and cemeteries in Arkansas. Although many may feel that the content described in the following pages is more than they needed to stabilize their site, if long-term preservation is your goal, it will be necessary to complete each step described in this manual.

To supplement this text, we have developed other materials that focus on cemeteries. The *Tales of the Crypt* binder is a step by step guide to assist cemetery associations, schools and communities in producing a living history program that will generate funds and awareness of your cemetery. *Grave Knowledge*, an educational unit that utilizes cemeteries as outdoor classroom, was devised for state teachers and provides information and activities to assist in scholarly pursuits. A slide program on cemetery types and typical site features is available for public viewing.

A number of programs and services are also available to the public. Staff members can perform site visits to discuss preservation concerns you may have about a particular cemetery. Educators will perform presentations for groups on issues connected to historic burial grounds. Finally, the AHPP will offer public workshops that focus on issues, concerns and methods to preserve state historic cemeteries.

Introduction

Historic cemeteries are irreplaceable landscapes. Many of the historic cemeteries in our state have been neglected for decades. Some are more endangered than others. Those that have suffered the most disintegration are the rural community and family sites. For every known rural burial ground, there are at least five that have been forgotten from our collective consciousness. The plight of these sites can be contributed to a number of factors such as abandonment, apathy, encroachment, environmental factors, vandalism and theft.

Perhaps the most influential factor is the change in the rituals associated with burying our dead. Not so long ago, it was the family, friends and members of the community that would perform the activities associated with death. From building the coffin to digging the grave, death was dealt with on a personal basis. The deceased were acknowledged long after they had passed from this earth through events such as Decoration Day and cleanup day, a time when family reunited to remember the past and honor their dead.

As the funeral industry developed, the role of the family changed from being all encompassing to becoming mere visitors at the final rites. Once the body is in the ground, many family members and friends will say their final good-byes, only to return when it is time to bury another loved one. As we moved away from a personal role in the care of our deceased loved ones, hired personnel have been in charge of cleaning cemeteries. Instead of the individual caring for the family plot with the use of hand tools and manual labor weedeaters, insecticides and lawnmowers have taken their place. These modern machines and chemicals have caused stone damage and the removal of footstones and fencing, all in the name of saving time.

Technological advancements have left rural cemeteries in dire straits. Improved transportation and changes in economic pursuits have accelerated the decline and loss of many burial grounds from our small communities. Today, with the transient nature of Americans and the lack of economic opportunities for the young in rural areas, many have moved far away from their home. With no one left to look after the resting places of the dead, nature has reclaimed her ground or farmers and developers have decided that the land is better suited for the living. Left abandoned and uncared for, the living have begun to encroach upon these sites for present day needs.

Pollution has led to the deterioration of many monuments and markers in our urban cemeteries causing stones to blacken and decay. In an effort to erase the effects of time and pollution, some well-meaning people used improper cleaning techniques, such as the use of bleach to whiten the marble markers, which in turn will hasten the decline of the stone.

The living have also seen the economic advantage of stealing and selling for profit many decorative features found in these early burial grounds. With the increased popularity of the "Garden Style" or "Cemetery Chic" in the decorating field, many of the statues and cast iron fences have found their way into the hands of antique dealers who knowingly or unknowingly sell them to the public as home decorations.

Some of the living, especially the young people of our state, have found cemeteries interesting playgrounds, where knocking over monuments and breaking markers are fun activities for a Saturday night. Not taught to respect these sites and with little personal knowledge of the value they hold to our history, the young will continue to cause reversible damage.

To mention just one site that displays any or all of the detrimental effects would be unfair for the problem is widespread and can be found from the highlands to the lowlands and all points in-between. Pick up the newspaper and you will see story after story of historic burial grounds in the state that have been altered or lost.

Before we lose any more of these valuable historic documents from our memory, we must do what we can to preserve our historic burial grounds. This manual provides information to assist individuals and groups in developing a preservation program for both urban and rural historic cemeteries. From creating a plan of action to implementation, it will take the effort of local citizens to save our cemeteries. Beyond individual involvement, local, regional and state cemetery preservation societies are needed to seek a broader base of support for their efforts.

CHAPTER ONE:

GETTING ORGANIZED

GETTING ORGANIZED

Before any work can begin in a historic cemetery, it will be necessary to develop a plan of action, define a workforce, become familiar with the site and learn laws that may help or hamper your work. A number of activities and issues will need to be addressed to ensure that your efforts are worth the time invested. Your site may be in such disrepair that you instinctively want to grab a chainsaw and pail of water to erase years of neglect. STOP! The following steps should be taken before any work is initiated in the cemetery.

1. LOCATE THE OWNER

You will need to locate the owner of the cemetery or petition the quorum court before any work is performed at the site.

Finding the person that holds the deed on a cemetery can sometimes be difficult. A government entity, a corporation, a cemetery association, a church, or a family may hold ownership. Possession often can be determined with a visit to the site. If the cemetery is located in a rural area and seems to be maintained on a regular basis, there will often be a plaque or sign that provides points of contact. If the cemetery is found near a church, the pastor should be able to provide you with ownership information. If the site is located within city limits, local or county officials should be able to furnish you with leads to locate the person or entity that holds the deed.

It is important that the correct site name is used to seek out the owner. If you cannot find a name for the abandoned site, look at a United States Geological Survey map. Cemeteries are denoted with a cross and name. You will need to know what quadrant the property is located within, and you can find this by requesting an index from the U. S. Geological Survey, 401 Hardin Road, Little Rock, AR (501) 228-3600 or visit the website at http://www.usgs.gov. Once you receive the index, you can find the correct quadrant. The *Roads of Arkansas Atlas,* available at local book stores, does not provide as much detail as a USGS map, but can come in handy.

Abandoned sites are often in need of tremendous amounts of care, but also are the most difficult sites for which to determine ownership. To locate the responsible party for this type of site, research (and lots of it) may be your only hope. But before you make the local courthouse and archives your second home, any of the following activities may provide you some leads as to who controls the property. Talk to nearby land owners, collect names from the grave markers and look in local phone books for possible relatives, look for information filed with a local/county cemetery association, the Arkansas History Commission or the Arkansas Historic Preservation Program. If all else fails, work with the county courthouse in locating a deed. All cemeteries within a county are required to register with the county judge. Many of the earliest sites might not have completed this task. Another obstacle in a search of county records is the destruction of such records from accidents, such as fires and floods. (For more information on finding names and lost sites, please refer to Chapter 2.)

If all leads have been covered and the owner still is not located, ask to place a story in the local newspaper seeking information on ownership. The article should

include the name of the cemetery, approximate location of the site, and the activities and/or parties interested in conducting work at the cemetery.

If the titleholder is still unknown, it might be wise to seek the advice of a lawyer on how you might be able to proceed with your project. The AHPP requested a decision from the Attorney General's office on what laws might assist a person in preserving a historic cemetery once all efforts have been made to locate the owner. Using statue 18-15-1408 Public Property and 5-39-212 Cemeteries- Access- Debris- Disturbance, individuals are allowed to enter and perform activities to preserve a historic cemetery.

Remember: if you decide to go on with your plan without permission from the owner or a decision from the quorum court, even if you have tried in every conceivable fashion to locate this person, you may find yourself in legal trouble.

2. PERFORM A BACKGROUND CHECK

Once you have located the owner, or while you are searching through documents to find the responsible party, it is wise to see if any research or documentation can be found related to your site. If it is your goal to initiate preservation efforts, you might find that someone has completed a survey or that your site is already listed on the National Register of Historic Places. If the first step, documentation of the site, has been completed you can turn your attention to other activities such as raising funds to hire a conservator for broken monument repair or educational activities that will generate awareness of the site and its importance to the local community. Some places you might want to check for information before you begin your project:

- The Arkansas History Commission (AHC), 1 Capitol Mall, Room 2B-215, Little Rock, AR. 72201, (501) 682-6900
- The Arkansas Historic Preservation Program (AHPP), 323 Center Street, 1500 Tower Building, Little Rock, AR. 72201, (501) 324-9880
- The public library closest to the site
- A local chapter of a cemetery association
- A local chapter of a historical society
- County government records associated with the site

If you are lucky and find that someone has worked with the targeted cemetery, you should evaluate the records and check for accuracy. You might be able to use these to determine how much change has occurred within and around the designated site. If there are more markers listed than were evident during your visit, you could initiate a search for the lost stones. Methods for locating lost stones will be discussed in section two on survey methodology. If you are really lucky, you might find that someone has set up an account to fund maintenance at the cemetery.

By performing a background search of information related to your cemetery, you will know what steps have been completed and what needs to be done to preserve your historic burial ground. (For more information on researching a historic cemetery, please look at Chapter 3.)

3. ORGANIZE YOUR GROUP AND SET YOUR GOALS

The work you are about to begin will be lost if you do not elicit the help of others from your community. One person may be able to perform vast amounts of work, but if you do not involve individuals from all backgrounds and ages to assist with your efforts, the long-term preservation of the cemetery will be questionable. (For more information on forming a "friends" association, please refer to section five on funding or look at Carolyn Billingsley's article "Forming a Family Cemetery Association," printed in the Professional Genealogists of Arkansas, Inc. Newsletter, January 1993, Vol. VI, No. 1.)

4. DEFINE PROJECT GOALS

Before any work begins in the cemetery, develop a written plan of action. If you can state exactly what activities you will be performing in the cemetery and the reasons that the activities should be undertaken, you will have a much better chance of gaining permission from the owner to conduct the work. The information you will gather for your proposal can be used in numerous ways, from applying for funds from various grant programs, city governments, or descendants to determining the priority order of your activities. To help fill in your proposal, you should read this entire manual. Each chapter provides ideas and resources to facilitate development of a plan of action for your group. Your proposal should include the following information:

1. Project title and introduction
    - Provide a brief description of the proposed project.
    - Describe the people that will be working on the project and any previous experience or training they possess.
    - Define the need for the project.

2. Project goals and objectives
    - Goals are broad statements that offer a general idea of a project and describe the problems that your project will address.
    - Objectives are specific measurable outcomes of your project. Objectives describe solutions to your problem and should state what you plan to change, how much change will occur, and when the changes will take place.

3. Project methodology
    - In great detail, describe the activities that will allow you to accomplish your objectives. Provide reasons for your selection of these methods and any alternative approaches that can be employed, if the first solution cannot be completed.
    - Create a step-by-step task list with committees needed to implement the plan.
    - A timeline should be included in the description of the activities.

4. Budget and funding sources

    - You will need to determine a budget and funding sources for the following:

        1) Personnel costs such as salaries, wages, fringe benefits and/or consultant fees
        2) Non-personnel costs such as space, supplies, travel, and rental, lease or purchase of equipment
        3) Other costs that do not fit into the other two categories such as tuition for workshops or professional association dues
        4) Indirect costs are costs associated with general expenses that are not identifiable with a particular project, but are necessary to complete the project such as telephone, building or office supplies.
    - Remember that time a volunteer invests is as important financially as the money that is given for the project. Time donated by volunteers could possibly serve as a match for some grants.

5. Evaluation plan
    - You will need to evaluate the effectiveness of meeting your stated goals to know where you will need improvement. Did you meet your objectives? What could be done to meet objectives in the future?
    - Evaluate your project using the stated mission, time frame and specified goals.

*(The above information on proposal planning is from: Kiritz, Norton and Mundel, Jerry. "Program Planning & Proposal Writing: Introductory Version." The Grantsmanship Center, 1988.)

5. OBTAIN PERMISSION

You will need to obtain written permission from the cemetery's owner to perform any and all activities connected to the cemetery.

Once the owner is located and a proposal is written, you should make arrangements to discuss your project with the governing body. In a meeting, you will present your plan of action and ask for the board's concerns and expectations. You should have the owner provide written approval for your project. The owner may want to include a written response of concerns and expectations. It may take a second meeting to address any conflicts and to come to consensus about the work that will be performed by your group.

During this meeting, request a copy of the deed and leads to other information and locations of pertinent documents and resources that might help during the survey and interpretation phases of the project.

6. LEARN THE LAWS

It is important to become familiar with local, state and federal laws connected to historic cemeteries. There are many state laws that regulate the actions of modern cemeteries that were omitted from this section. The following statues are important to historic cemeteries. Some have been provided in their entirety, others supply the most relevant information, with notations on where to locate the complete text.

For a complete up-to-date internet listing of Arkansas laws associated with historic cemeteries, or to locate a law that may help solve a particular problem that you are experiencing, visit: Http://www.state.ar.us/index, go to the *It's the Law* section, and hit the area entitled *Arkansas Code*. A search engine will appear and allow you to look for laws that might help in solving your particular problem. If you do not have access to a computer, call the University of Arkansas at Little Rock (UALR) Law Library at 501-324-9444.

Most of the federal laws pertain to military and Native American sites. Some will be useful if your cemetery is found on federal land or is connected to a Native American tribe or specific religion. To perform your own search for federal laws that might benefit your preservation project, look at the following web site: www.alllaw.com. You will find several pages that will allow searches for federal regulations, as well as a section to compare state laws on a specific subject. The ability to compare cemetery laws from various states might help in seeking legislative change to Arkansas State laws.

The Arkansas Historic Preservation Program receives numerous requests for information concerning laws related to cemeteries. The most frequent inquiries deal with access, vandalism, theft and encroachment issues. We can provide you with information on legal text related to these problems and resources to look for further information. For enforcement of the laws, you will need to contact the officials that have legal jurisdiction over the site and consult with a city, county or private attorney to initiate any action.

To help gain support for your project, notify local schools, historical societies, government officials, descendant and the media. There have been few laws written specifically for historic burial grounds. As more people become interested in preserving these sites, problems and concerns will be identified. The public may decide to initiate changes in our state laws to gain support for historic cemetery protection. Contact your congressman or representative with your concerns.

STATE LAWS: Most of the state laws that pertain to cemeteries are found in the chapters dealing with Public Heath and Welfare. Other laws may be found in but are not limited to chapters dealing with Property and Criminal Offenses.

ARKANSAS ACT 753 OF 1991 PROHIBITS THE DESECRATION OF HUMAN BURIALS.

"An act to prohibit the desecration of human skeletal burial remains in unregistered cemeteries; to prohibit trade or commercial display of human skeletal burial remains or associated burial furniture; and for other purposes."

Be it enacted by the General Assembly of the State of Arkansas:

Whereas, the state and its citizens have an obligation to protect from desecration all human skeletal burial remains and associated burial furniture, including those from unmarked, unrecorded, abandoned, or unregistered graves, burial grounds, or cemeteries: and

Whereas, the skeletal burial remains and associated burial furniture of many Native Americans, European, Blacks, American settlers, and others were placed in burial grounds not presently known, recorded, or registered;

Now therefore, be it enacted by the General Assembly of the state of Arkansas;

SECTION 1: As used in this act:

1) "Artifacts" means arrowheads, other bone and stone tools, pottery, pottery fragments, china, metal objects or other material objects made by Native American settlers, or other residents of Arkansas, which were left or lost in or on the ground, except those items which were placed in direct association with human skeletal burial remains or burial furniture as defined in this act.
2) "Burial furniture" means any items which were placed with human remains at the time of burial or in apparent intentional association with the burial and would include burial markers, items of personal adornment, casket and casket hardware, stones and bone tools, pottery vessels, or other similar objects or materials.
3) "Burial Grounds" means any place where human skeletal remains are or have been buried.
4) "Desecration" means the intentional, willful, and/or knowing removal or disturbance of human skeletal burial remains or burial furniture which was placed with a buried human body and/or treating such human skeletal burial remains in an irreverent and contemptuous manner.
5) "Human skeletal burial remains" means the calcified portion of a human body, which remains after the flesh has decomposed.

SECTION 2: The mere possession of items described in section 1 of this act does not create a presumption of a violation of this act, but the duty shall remain upon the state to prove any violation of this act.

SECTION 3: Legislative Intent. It is a declaration and statement of legislative intent that all human burials and human skeletal burial remains shall be accorded equal treatment and respect for human dignity without reference to their ethnic origins, cultural backgrounds, religious affiliations, or date of burial. The provisions of this act shall apply to all human burials or human skeletal burial remains found on or in all public or private lands or waters of Arkansas.

SECTION 4: Anyone who knowingly buys, sells, or barters human skeletal burial remains or their associated burial furniture is committing a Class A misdemeanor for the first offense and a Class D felony on the second and subsequent offenses.

Artifacts as defined in this act and private collections legally acquired prior to the effective date of this act are exempted from this section. Nothing in this act prohibits the

collection of such artifacts by landowners or others who do so with the landowner's permission.

SECTION 5: Anyone who knowingly displays human skeletal burial remains for profit or to aid and abet a commercial enterprise is committing a Class B misdemeanor with each day of display being a separate offense.

SECTION 6: Anyone who intentionally or knowingly desecrates or permits desecration of a burial ground and associated burial furniture is committing on the first offense a Class A misdemeanor and on the second or subsequent offenses a Class D felony. The presence in the ground of grave markers, caskets or casket hardware creates a rebuttable presumption that these are burial furniture and of the existence or presence of a human burial ground. Exempted from this section of the act is disturbance of human skeletal burial remains or burial furniture by landowners or agricultural tenants as a consequence of agricultural activity.

SECTION 7: The public has a right to the knowledge to be derived and gained from the scientific study of human skeletal burial remains and burial furniture. Therefore, when justified by "A State Plan for the Conservation of Archeological Resources in Arkansas" as promulgated by the State Archeologist and the State Historic Preservation Officer, the investigation, excavation, removal, and analysis of human burial remains and burial furniture is authorized and, if done, must be carried out with the consent of the landowner and consultation with the appropriate tribe, if identifiable, and under the direction of archeologists employed by the state or the U.S. government or by archeologists meeting the U.S. Department of Interior's professional qualifications standards found in the current Code of Federal Regulations.

SECTION 8: If, subsequent to the date of this act, human skeletal burial remains are exhumed for relocation, then at the request of a direct descendant or that of a specific church, or that of a Native American tribal group recognized by the U.S. government who can provide written or scientific documentation of such descent, or of direct church or tribal affiliation with the human skeletal burial remains, the human skeletal burial remains will be conveyed to such an individual or entity. By consultation with the aforementioned groups, scientific studies may be undertaken.

SECTION 9: If human skeletal burial remains are not claimed as set forth in section 8, the Arkansas Archeological Survey or a state supported museum or a museum accredited by the American Association of Museums may serve as a depository for such skeletal remains as are required for scientific purposes. If not otherwise claimed as provided herein, skeletal burial remains shall be disposed of in accordance with existing laws, rules, and regulations for disposing of human remains.

SECTION 10: All provisions of this act of a general permanent nature are amendatory to the Arkansas Code of 1987 Annotated and the Arkansas Code Revision Commission shall incorporate the same in the Code.

SECTION 11: If any provision of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to this end, the provisions of this act are declared to be severable.

SECTION 12: All laws and parts of laws in conflict with this act are hereby repealed.

(*This act was amended in 1999: The new amendments change the penalties from a Class A misdemeanor to Class C and Class D felonies which include penalties of up to six years in prison and/or a maximum of a $10,000. fine.)*

Arkansas Code Annotated (ACA) 5-39-212. Cemeteries/ Access/ Debris/ Disturbance

a) It shall be unlawful for any person, firm, corporation, partnership, or association to:
   1) Construct any fence on any property in such manner as to enclose any cemetery unless suitable access by automobile to the cemetery is provided by gate or otherwise. The word "cemetery," as used in this subsection is not intended to apply to any private family burial plot which contains fewer than 5 commercial grave markers. Nothing in this section prohibits the placement of a fence around any cemetery for the purpose of defining boundaries or protection of grave sites;
   2) Place any brush, tree tops, rubbish, or other unsightly debris on any cemetery grounds, or to disturb, damage, or carry away any marker in a cemetery.

b) Any person, firm, corporation, partnership, or association violating any of the provisions of this section shall be guilty of a misdemeanor and upon conviction shall be fined in any sum not less than ten dollars nor more than one hundred dollars, and every day that the violation shall exist shall be as separate offense.

A.C.A. 27-14-702. No other license required.

c) Motor vehicles may be excluded from any cemetery or grounds used for the burial of the dead by the authorities having jurisdiction over the cemetery or grounds.

A.C.A. 14-14-812. Cemetery access roads.

a) A "cemetery," as used in this section, means any burying place for the dead, a burial plot, a graveyard, or any land, public or private, dedicated and used for the interment of human remains which includes at least six grave markers.

b) 1) The county judges of the several county governments in Arkansas shall be authorized to improve and maintain any roads across public or private lands used or to be used for access to a cemetery.

2) The cemetery access roads shall be constructed to a standard and nature to permit their use by automobiles.

A.C.A. Subchapter 4- Offenses involving cemetery or grave markers (Criminal Offenses)

5-39-401. Destruction or removal.

It is unlawful for any person to destroy or carry away any cemetery marker or grave marker.

5-39-402. Penalty.

A person who violates the provisions of this subchapter is guilty of a Class D felony. (A survey would allow for one to identify the marker that was stolen, see Chapter 2 on survey methods.)

A.C.A. 5-71-215. Defacing objects of public respect.

a) A person commits the offense of defacing objects of public respect if he purposely:
   1) Defaces, mars, or otherwise damages any public monument
   2) Defaces, mars, or otherwise damages a work of art on display in any public place; or
   3) Defaces, mars, desecrates, or otherwise damages any place of worship, cemetery, or burial monument.

b) 1) Defacing objects of public respect is a Class A misdemeanor if the value of repairing or replacing the damaged objects does not exceed five hundred dollars.
   2) Defacing objects of public respect is a Class D felony if the value of repairing or replacing the damaged objects exceeds five hundred dollars, but does not exceed two thousand five hundred dollars.
   3) Defacing objects of public respect is a Class C felony if the value of repairing or replacing the damaged objects exceeds two thousand five hundred dollars.

A.C.A. 14-54-802. Regulation of burials generally. (Local Government)

a) Municipal corporations shall have the power to:
   1) Regulate the burial of the dead;
   2) Provide, outside the corporate limits of the corporation, places for the interment of the dead; and
   3)Prevent any such interment within any such limits, except in public burying grounds established before the adoption of this section. Municipal corporations may not only impose proper fines and penalties but shall also have power to cause any body interred contrary to this prohibition to be taken up and buried outside the limits of the municipality.

A.C.A. 14-54-803. Power to require burial outside municipal limits.

a) Cities of the first and second class and incorporated towns shall have the power to prohibit the burial of the dead within their limits.

b) 1) Where old and abandoned burial grounds which are no longer kept up or used as such are situated within the limits of any such city or incorporated town, it may, by suitable ordinance, require persons having dead buried therein to cause them, within some reasonable time, to be removed and buried beyond the limits of the city or incorporated town.
   2) In the event the bodies are not removed within the time specified in the ordinance of the city or incorporated town, after the ordinance has been published in the mode and manner prescribed by law, then the city or incorporated town may itself have the remains of all such persons as can be found removed and buried, as provided in this section. It may then and not before, by proper ordinance, vacate the cemetery or burial ground and declare that it is not any longer a cemetery exclusively used as such. Thereafter, the property shall become subject to taxation like other property.

A.C.A.16-66-207. Exemption- Family or public graveyards. (Execution of judgements).

a) The clerk and recorder of deeds of the proper county, when any description of the metes and bounds of a family graveyard or public burial place shall be filed in his office, shall make a record of the description in the record of deeds, which shall be sufficient to exempt the land or burial place, not only from taxation, but also from execution.
b) Not more than five acres shall be so exempted under this section.

A.C.A.18-15-408. Cemeteries and graves. (Property)

a) If the operating authority of a municipal waterworks system determines that land occupied by a cemetery or by graves will be flooded by an impounding lake, that the water level of the lake will affect the graves underground, that the lake may be contaminated by the graves, or that the lands will be useful for waterworks purposes, the operating authority shall file a notice of intent to condemn in the circuit court of the county where the cemetery or graves are situated. This notice shall set out the commonly known name of the cemetery, if any, the descriptions of the quarter sections of land upon which the cemetery or graves are situated, the description of a proposed new location of the cemetery or graves, and the name of the owner of the existing cemetery , if known.

(The remaining text, which is not printed in this manual, describes the public notification process, and the requirements for burial in a new location.)

A.C.A.18-15-1401. Right of eminent domain to take land for burial purposes. (Property)

All cities of the first and second class and incorporated towns, cemetery or burial associations, and persons owning land used for public burial purposes in the State of Arkansas are given and granted the right of eminent domain to condemn, take, and use land for public burial purposes. The right of eminent domain granted by this section shall be exercised as provided in this subchapter.

18-15-1401. Consent of two-thirds of members or owners required. (Eminent Domain)
18-15-1402. Application.
18-15-1403. Setting time for inquiry.
18-15-1404. Summoning of jury for inquiry.
18-15-1405. Determination of compensation –Dispute.
18-15-1406. Costs.

*(*Since this manual deals with historic cemeteries and not the enlargement of such sites, this law is not relevant to its mission. For more information about this statue, contact the University of Arkansas at Little Rock Law Library, 1203 McAlmont, Little Rock, AR 72202, (501) 324-9444.*)*

A.C.A.18-15-302. Municipal corporations- Power to condemn- Compensation for condemnation- Taking cemetery land. (Eminent Domain)

a) There shall be included in the award of compensation and damages for taking land occupied by a cemetery the reasonable cost of a new site of at least equal size. The

new site shall be approved by the State Board of Health and also by the circuit court in which the condemnation proceeding are instituted.

b) The order and judgement condemning a cemetery shall require the municipality, at its own expense, to remove all bodies, tombstones, and markers from the site of the original cemetery, to reinter the bodies in the new site, and to properly reset the tombstones and markers in the new site.

1) The court may require the municipality to deposit into the registry of the court a sum found by the court to be sufficient to insure the performance of the obligation by the municipality.

2) Nothing contained in this section shall prevent a surviving spouse or next of kin of a person buried in the cemetery from removing the body to another cemetery selected by him, the municipality paying the reasonable cost therof, provided that the cost under this section, if demanded by the next of kin, shall not be less than the amount paid by the municipality for the same service when bodies are removed to a cemetery selected by the municipality.

A.C.A.18-15-1407. Public Property.

a) If a cemetery, located on land of a private landowner, has been open to public use for a period of at least fifty (50) years, then the cemetery shall be deemed to be public property, unless:
   1) The property has been enclosed by the landowner for at least one year prior to an order of the quorum court providing for the care and management of the cemetery as provided for under subsection b) of this section; or
   2) The cemetery has been operated by the landowner for at least one year prior to an order of the quorum court providing for the care and management of the cemetery as provided for under subsection b) of this section.

b) 1) If, upon the petition of any person , the quorum court determines that a cemetery is public property under this section, the quorum court may issue an order providing for the management and care of the cemetery. The county may manage and care for the cemetery or may enter into an agreement allowing a nonprofit association or corporation to provide for the management and care of the cemetery.
   2) Upon issuing an order for the management and care of the public property, the quorum court shall notify the landowner of its order, based on the quorum court's finding that the property has become public property, and shall include a copy of the provisions of this section. The notice shall be by certified mail.
   3) No person or his or her heirs shall have, sue, or maintain any action or suit, either in law or equity, for any cemetery lands more than six months after the person receives the notice required under this section.

c) The rights of the public to cemetery property under this section shall be in the nature of an adverse possession. No additional conditions for adverse possession shall be imposed in addition to those provided by this section.

A.C.A.12-42-117. Voluntary labor.

a) Any of the prisoners in the county jails located in counties having a population of between twenty-four thousand five hundred and twenty-five thousand five hundred and between forty-seven thousand five hundred and forty-seven thousand six hundred

inhabitants may be permitted to voluntarily work in any cemetery or on any other public project in those counties.

b) The prisoners shall be allowed a credit on any fine owed of five dollars for each day they perform such voluntary labor.

A.C.A.17-44-104*. *Records of bronze cemetery memorial purchases.

a) Whenever any collector of or dealer in junk or any secondhand property purchases any bronze cemetery vase or receptacle, any bronze cemetery memorial, or any bronze statuary, whatever may be the condition of the vase or receptacle, cemetery memorial, or bronze statuary, he shall make a record of the place of business of the seller in addition to all other information required by 17-44-101.
b) Any peace officer of this state may inspect the register at any reasonable time.
c) Any person violating any of the provisions of this section is guilty of a misdemeanor and upon conviction shall be fined an amount not to exceed one thousand dollars or imprisoned for not less than six months nor more than one year in jail, or subject to both fine and imprisonment.

Subchapter 9- Cemeteries Generally

A.C.A.20-17-905. Abandonment.

a) The circuit court of the county is authorized to order the removal of the dead from an abandoned cemetery which lies outside the limits of any city of the first class of one hundred thousand or more in population.
b) Notice of the filing of a petition for the removal of the dead from an abandoned cemetery under the provisions of this section shall be in a newspaper having general circulation in the county where the cemetery is located, and hearing on the petition shall be held not earlier than twenty days following this publication.
c) Upon the hearing , if the court finds that the cemetery is abandoned as defined in subsection e) of this section, it shall authorize the removal of the dead to another cemetery for which a permanent maintenance fund has been established as provided for in 20-17-1013.
d) After removal of the dead from a cemetery pursuant to the provisions of this section, the petitioners shall file with the court a report that the removal has been done, and thereupon the court shall enter an order declaring the cemetery abandoned for cemetery purposes. Upon the entry of the offer, the property shall become subject to taxation like other property.
e) For the purposes of this section, an "abandoned cemetery" is a cemetery:
    1) For which no permanent maintenance fund as provided in 20-17-1013 has been established;
    2) Which is not suitably maintained and preserved as a cemetery; and
    3) In which there have been no interments for a period of seven years.

7. INFORM LOCAL LAW ENFORCEMENT OFFICIALS

The last step before you begin work at your cemetery is to notify local law enforcement officials of your plans. This is especially important if you intend on any physical work to take place at the site. Resetting markers and cleaning activities may arouse the suspicions of the police or neighbors.

It is also imperative that the law enforcement officials be called immediately if any suspicious activity is seen within the burial ground. Individuals must be caught in the act of vandalism or theft to be prosecuted or have items that can be clearly identified as having come from your cemetery. To assist in documenting your burial ground and its site features, please refer to the next section.

CHAPTER TWO:

CONDUCTING A SURVEY

CONDUCTING A SURVEY

Although many of us believe that marking the place of our final rest with stone will withstand time, many of our older burial sites will disappear within the next one hundred years. The first step towards preservation of a historic cemetery is completion of a survey. By documenting your cemetery today, you will create a permanent record that will help preserve the site for future generations. Other beneficial uses of the gathered data include, but are not limited to:

- Identification of stolen monuments, fences and other site features
- Use in research of American studies on migration, community development, early stone carvers, genealogy and various topics that reveal our collective history
- Assessment of the preservation needs of a cemetery to define work schedules and funding requirements
- Gathering information that will help create a maintenance plan.

There are three types of surveys used to document historic burial grounds:

- The first study conducted will be the general survey. The general survey provides a record of the location, boundaries, major site features and historical overview of the cemetery.
- The second collection of data will be the individual marker survey. The individual marker survey requires a detailed description of each marker to produce an inventory.
- The third survey, the condition survey, is a before-and-after record of work performed on a single site feature. The condition survey is completed only when some type of major preservation activity, such as cleaning by a volunteer group or restoration by a conservator, is undertaken.

Black and white photographs, color slides and maps should accompany all of the surveys. Though some people will want to produce a rubbing, this may harm the stone and should be avoided as a data collection method.

For each of these surveys, a plan of action will need to be established. This chapter will assist you in completing your surveys. The steps to performing a successful survey are to develop a plan that includes:

- which property or properties will be evaluated during your study
- the type of survey you will administer
- who will perform the work
- how the work will be conducted

Other matters that will need your attention will be to gather all necessary equipment, verify that permission from the owner has been granted and notify local law enforcement officials of your proposed project.

Completing a survey will cost more in time than in actual dollars. It will take time to visit the site and fill out the questionnaire, take photographs and plot landscape features. It will take more time to perform research and assess the data to present a written account of the history and importance of a particular site. The most costly items will be the photographs and the materials used to store gathered materials. Both of these expenses can be defrayed through use of volunteers, donations and grant funding.

The survey can be used to create local awareness of the site, and to get people interested and involved in other phases of your project. Anyone can perform the survey with a bit of training, and it is strongly recommended that you utilize individuals and groups from your community to complete this important step.

This chapter will provide you with information, planning guides, survey forms and helpful hints on how to conduct any of the three surveys used to document a historical burial ground.

LOCATING LOST CEMETERIES

Many have a specific site in mind when they choose to undertake a preservation project. Others may feel the need to survey all properties located within a given area or fit a distinct theme, such as rural family cemeteries. For those that are dealing with one site, defining the targeted cemetery will be an easy task. Some who begin with the intention of documenting one cemetery may find this an enjoyable and worthy pastime, and decide to work with other burial grounds. Those who decide that their scope should expand beyond the single burial ground will need to know how to locate lost cemeteries.

Before you begin your search, define the geographical boundaries and scope of the project. Will you be looking at sites found within the confines of a neighborhood, city, or county? Will this plan take a look at all sites or focus only on places that served the needs of a community, family, or particular ethnic group?

Once you have decided the boundaries and scope for your survey, there are several resources and strategies to assist in locating targeted sites.

1. **Visual Survey:** using the naked eye, look at suspected burial areas in early spring, before the weeds begin to sprout. A good place to begin your search for lost sites is on the highest piece of property in the area. Note if the site has regular indentations, erect fieldstone markers, domesticated flowers, etc. You might request the skilled eye of a state archeologist to assist in your search.

   You also may know of a site from travels through a specific area. The Arkansas Historic Preservation Program often finds sites of interest using the "windshield survey" method. As AHPP historians travel about the state, they note places found along the road that might be worth further investigation. The historians take detailed notes on the location of the place, and set up a time to return for a more in-depth study.

2. **Document Survey**: there are several documents that will help locate a lost cemetery:

   - Maps are the most helpful items. Two that should be viewed are United States Geological Survey Topography maps and local atlases. (U. S. Geological Survey, 401 Hardin Road, Little Rock, AR (501) 228-3600, http://www.usgs.gov.) As for the USGS maps, the older the better. The newer USGS maps should also be viewed, as they will provide clues to older sites and can be used to analyze changes in the area. Another good source to use in locating older sites is a soil survey book that uses aerial photography to help describe the types of soil found in each county. These soil books are free and may be obtained from the Natural Resource and Conservation Service at (501) 301-3100 in Little Rock.

     Many atlases will not show old isolated cemeteries. But viewing maps discussed in this section might help develop a survey list for all the larger cemeteries found in a particular area. Another map that might be helpful in verifying cemetery locations is the University of Arkansas CAST Mapmaker program. You may create your own map of cemeteries at http://www.cast.uark.edu/local/mapper.

   - Documentary resources can be found at local, regional and state libraries and archives, as well as county courthouses. You will complete two tasks when you perform this phase of the project. You will locate lost sites and find documentation to assist in developing the history of your cemetery. Items that should be reviewed are town/county histories and photographs, old newspaper obituaries, county records, and church records. In the 1950s, the Daughters of the American Revolution initiated a project to document local cemeteries. The records created by this survey can be found at the Arkansas History Commission (AHC), 1 Capitol Mall, Room 2B-215, Little Rock, AR. 72201, (501) 682-6900

- Many historical societies and historians have created burials indexes and histories for cemeteries within their counties.

- Other resources to help locate where an ancestor is buried are family members. Look at the death certificates or funeral home records to see if a place of burial is listed. Other documents that can help you located a specific grave are obituaries and wills. Finally try records of the religious institution associated with the member.

3. **Oral survey:** you should record all discussions concerning the history of the cemetery with a tape recorder or on paper. Someone in the future may be able to use the information to complete a survey of all local burial sites:

    - Knowledge of the older sites often is stored in the memories of senior citizens. Visit a local retirement center or talk to older people at church, school or a community center. Your discussion with the older resident may be the last time the information will be heard.

    - Another group to question about locations of cemeteries is area youths. This age group tends to explore the local area a bit more and know of places that are situated away from regularly traveled paths.

    - Hunters sometimes find cemeteries in the state's forested areas. They use four wheelers to help them get to areas that are difficult to find by car or on foot.

    - Ask local funeral directors or monument dealers about historic cemeteries in the area. If you cannot find the exact name of the cemetery, ask to look at a copy of the American Blue Book of Funeral Directors, published by the National Funeral Directors Association, in New York. This book provides a list of cemeteries within a specific area.

4. **Miscellaneous leads:** you may want to seek public comment on locations ofcemeteries. Advertise in the newspaper or speak to local groups such as churches, schools, and historical societies about your project. You may end up with more than a lead, your public talk may provide you with helping hands, as well as locations of lost cemeteries.

Once you have reviewed information pertaining to lost cemeteries, make a list with instructions on the location to each site. You should start directions from an easily identifiable place such as a numbered or named road, a public structure, etc. From the landmark, write detailed directions that include mileage, turns, and compass directions. If the cemetery is located in the woods, written instructions may be difficult to provide. It may be necessary to list names of individuals with knowledge of abandoned sites.

You now have a list of the places that will be the focus of your study. It would be wise to rank the cemeteries from the most to the least threatened. Begin your survey

efforts with the most endangered place and continue the process until all known sites are documented. The documentation will be a great gift to your community, county, and state.

WHO WILL PERFORM THE SURVEY?

Volunteers can easily perform the survey, but should be given a training session before they begin any work associated with the cemetery. Oak Cemetery in Fort Smith has used local scout troops and students to systematically record the words and images found on individual stones. Other sites have been recorded by a few individuals interested in the cemetery due to family connections, or professional aims, such as the development of genealogical guides.

At least two people should collect data from the same stones. This will ensure accuracy in your records. If there is only one person performing the work, it is wise to double-check the collected information. Remember that the records you create may be the only documentation of the cemetery in the future.

How long the process will take will depend on the type of survey, the size of the site, and the number of volunteers. Individuals involved in the process should get a copy of survey forms and guides, as well as a workshop to help define the goals and objectives of your project.

Information to be shared with potential surveyors should include:

- Safety tips and rules for work in the cemetery.
- Your plan for the systematic retrieval of data. Where will the groups begin their survey work? How will the work proceed? Who will be responsible for which rows or specific data, such as number of graves or mapping of site? The data collection plan is especially necessary if a large group of people is involved in documenting individual site features.
- What type of documentation will be collected - written, photographic, or a combination of both?
- Equipment that will be used for the project.
- The schedule for work. Will the project be conducted on one day with all volunteers in attendance or will each group be given a time limit to record their assigned stones or section of the general survey form?

Many of the above items will depend on the type of survey to be conducted. Will this be a general survey, an individual stone survey, or a condition survey?

Using the proper survey form as a guide, the workshop should cover the following information:

- A basic overview of site features they will encounter such as types of enclosures, gates, vegetation, paths and roads, etc.

- Detailed information on marker identification such as how to identify material composition and symbols, how to transcribe inscriptions, how to locate the maker's mark, etc.

- How to identify problems and repairs of stones or other site features such as flaking/sugaring/spalling or pinning, use of adhesives, etc.

- How to define the boundaries of the site,

- How to locate unmarked burials.

You will only need to go over material that the survey crew will encounter during fieldwork. The appendix provides a field guide that describes types of Arkansas cemeteries, sites features associated with the state's burial grounds and detailed information on markers that should help with presentations to volunteers. For more information on how to conduct your workshop, please contact the AHPP at (501) 324-9880.

Many individuals may like to help, but feel that they would not be able to get out into the field. These people could assist with the records survey at local archives and libraries, locate free or donated equipment and supplies, line up volunteers, conduct training sessions, set up a place for document storage, or any of the other activities connected to this important step in preserving a historic burial ground.

WHAT IS A CEMETERY SURVEY?

A survey provides a comprehensive record of a cemetery at a specific time. Documentation, both in visual and written form, is essential in preserving a historic burial ground. Performing surveys requires completing four steps:

1) Complete an on-site analysis by filling out questionnaires, taking photographs, and creating maps. It is important during this phase to develop a system to organize all the information that will be collected. (For more details on how to organize data, look at this chapter in the documentation methods section.)

2) Conduct a record survey using various materials found in libraries, courthouses, archives, and oral histories. (See Chapter 3)

3) Analyze both forms of data you have collected. The site data can be used to provide an inventory of features, to determine what is common and what is unusual, or to

provide a list of the most to least threatened objects within your grounds. The materials collected for the general survey can be organized into a bibliography of sources that are related to your site and used to write a history of the site-when and why it originated, who gave the land, etc. (See Chapter 3)

4) Find a place to store your information. You should make arrangements to store the data at a local site, as well as with appropriate state agencies. A building on the cemetery grounds, a local library, and/or a local historical society group are ideal locations. Remember that information should be stored with thoughts of protection and ease in retrieval of the materials. A damp building is not the best place for archival storage. Documentation is not easy to find in cardboard boxes. Talk to a conservator of paper items to assist with creating a storage plan. A librarian could provide guidance in cataloging and indexing the collection.

   The general survey document can be filed with various state agencies to serve as a research tool and to provide a degree of protection. State and university archives/libraries would be interested in the documentation for genealogy research. The state archeologists, the Arkansas Archeological Survey, would like copies of cemetery maps and the Arkansas Historic Preservation Program may use the general survey information to determine if cemetery associations should seek possible designation to the National Register of Historic Places.

   Filing the collected information with several different groups will ensure the long-term preservation of your site and your research. You can create a web page to allow for public use of the data. (For more information on the storage and filing of cemetery data, please refer to Chapter 3.)

Each survey requires collection of specific forms of information. This information can be used to create a number of products to protect the site, to seek funding, or to generate awareness.

The first survey, the **general survey**, collects information about the overall design and composition of the site. The general survey can be used to create a number of products, such as the National Register nomination, pamphlets, plaques, or a community exhibit. It can also be used to seek funding.

The **individual marker survey**, which may be an ongoing project while you work on other cemetery activities, records detailed descriptions of individual site features. Numerous benefits are derived from a stone-by-stone survey. Once the time-consuming task is completed, you will have a record to help identify stolen monuments, a tool to determine the types of conservation activities needed, and a way to assess the cost of your preservation plan.

These two surveys should be conducted before any major physical work begins in a historic burial ground. The two surveys require a form to be completed in the field, a coded map that defines the perimeters and locations of individual site features, black and white photographs and color slides.

The third survey, the **condition survey**, will be performed when any major cleaning or preservation activity is performed to a marker or other site feature. This survey records the

before and after appearance of the marker and describes the work performed to the gravestone. Similar to the individual stone survey, the condition survey requires you to note the location of the marker on your map, take a before-and-after photograph, and describe work performed on a specific date.

With training, the proper tools, adequate financing and an ample amount of time anyone can perform one of the three basic surveys associated with the documentation of cemeteries

SPECIALIZED SURVEYS

There are three other specialized surveys that you may want to conduct at your site: the unmarked burial survey, the covered marker survey and the vegetation survey.

The **unmarked burial survey** will be useful if there are a number of unmarked graves present in the cemetery and there is some question about the boundaries of the site or if encroachment onto cemetery property is an issue. Many elderly people can remember the original boundaries and placement of many burials that were left unmarked or have lost their markers. They can assist in determining the original boundaries and placement of many older graves.

You may want to contact an archeologist employed by the Arkansas Archeological Survey (501-575-5453) to assist in your search. The archeologist can use a number of techniques to locate unmarked sites. Some of the activities will not disturb the soil, such as simple observation for depressions or the use of ground penetrating radar and aerial infrared photography. There are other methods used to locate graves that will disturb the soil, and should rarely be employed. If one of these types of procedures is used, you must complete inventories of vegetation prior to invasive work. Some of these processes will cost money. It will be up to the group to determine if the price is worth the knowledge that they will gain from such an activity.

If you believe that there may be fallen markers for some of the unmarked graves, you may want to perform a **probing survey**. Gently insert a barbecue skewer into the ground. If you hit something hard, carefully remove the dirt from the area by hand or with a small garden trowel. As stated by Lynette Strangstad in her book "A Graveyard Preservation Primer," promising locations include gaps in a row of headstones where one appears to be missing; the area above a footstone that has no corresponding headstone; the area behind or in front of a large standing fragment; open areas that appear to have been intrinsic parts of the burial ground; and any unmarked space where an old map of the burial yard shows a marker. The markers you recover often will be whole or repairable.

A **vegetation survey** is the third specialized survey to be discussed. The following information about the importance of old plants and location methods was written by Scott Kunst for the National Trust's publication *Preservation of Historic Burial Grounds*.

"Plants are an essential part of every old burial ground and deserve the same respect and care as any other historic artifact. In many burial grounds, scraps of pre-settlement vegetation survive. In most, mourners and caretakers have added favorite plants. Those surviving today

create a living document that tells of local history, garden fashion, ethnic influences, and cultural change. Every plant lost diminishes the document and our understanding of the past.

These plants may also be great rarities. Old burial grounds have yielded roses and other living antiques once thought lost forever. To an untrained eye an overgrown lilac may seem identical to those at local garden centers- and therefore expendable or easily replaced- but a plant historian may recognize it as something distinct and rare. Even some weeds are historic plants, black locust seedlings may be descendant of trees that surrounded a cemetery years ago. Plants can be amazingly tenacious. Until proved otherwise, consider each plant an irreplaceable bit of the historical record and an endangered species."

To assist in identification of old plant species you can contact the Natural Heritage Commission, 1500 Tower Building, 323 Center Street, Little Rock, AR, 72201, (501) 324-9619; the local cooperative extension office for a list of its master gardeners, or send in an example to the *Arkansas Democrat Gazette's* Janet Carson who has a weekly article on plants. Another state resource may be found in the Garven Woodland Gardens, 230 Memorial Hall, U of A, Fayetteville, AR,72701, (888) 530-6873.

For assistance on the national level you may wish to contact the Alliance for Historic Landscape Preservation, 82 Wall Street, Suite 1105, New York, NY, 10005. Another good resource is the American Association for Botanic Gardens and Arboreta which has a number of members interested in historic cemeteries. Contact the AABGA at 351 Longwood Road, Kennett Square, PA, 19348 or call at (610) 925-2500. The US National Arboretum, 3501 New York Ave., NE, Washington, DC, 20002, (202) 245-4523, or the American Horticultural Society, 7391 East Blvd., Alexandria, VA, 22308, (703) 768-5700, may also be able to assist with inquires.

To locate historic plants, Kunst gives the following advice. "Relic plants are often overlooked because they grow unobtrusively and in unexpected places. Getting down on hands and knees can be enormously revealing. Search first at the base of the marker--front, sides, and back. Even if the grass is trimmed right up to it, look carefully; peonies and other plants can survive for years when mown to grass-height. Search apparently empty lawns, under overgrown shrubs, and at the base of trees. Search the perimeter of the burial ground, especially just outside any fence, and near the refuse pile. Escaped or discarded plants often survive there in benign neglect. Search through the year to discover bulbs and plants that go dormant. Map and describe everything found."

DOCUMENTATION METHODS FOR ON-SITE SURVEYS:

You will collect both written and visual documentation during the survey process. The documentation process should take the following steps, especially if time and money are limited. The first items that should be completed are the general survey form and photographs of the site and individual stones. The photographs can be used to create the map and fill out the individual marker survey cards at a later date. If you have ample time, all work should be performed in the field.

A. WRITTEN DOCUMENTATION:

CEMETERY SURVEY FORMS should be used to provide written documentation of the current appearance of the cemetery. Most of the questions found on the forms can be answered during on-site visits. A few questions will need to be verified through off-site research. A form for each of the three surveys is included in the appendix. You may find it necessary to create a new form that fills your specific needs more adequately, especially in regard to the individual marker survey. Use a pencil to complete the forms while in the field, bring extra copies of forms, and create a legible photocopy to serve as a permanent document.

You will need to organize the collected information. Each cemetery that is surveyed should receive an identification number. This documentation number should be used on all forms related to the site. The identification code is especially important if you plan to survey several area burial grounds. For inventory surveys, each site feature, whether it is a marker or a gate, should be given an identification number. This number should be included on your map and all related forms and photographs. This is extremely important for documentation to be useful. If you have filled out numerous forms and taken dozens of photographs, but cannot tell where the items are located, all your work will be in vain.

There are computer programs designed to assist with the collection and organization of cemetery information but dragging a laptop about can become tiresome. The data can be entered in the comfort of your home using the survey forms from the field. If data is in a computer, research can be organized and accessed with great ease.

B. VISUAL DOCUMENTATION:

PHOTOGRAPHY will be used to produce visual documentation. Purchasing and developing film will be the greatest expenditure of funds during the survey phase. Grants or donation of services could help offset the cost. Local colleges or high school journalism or art students may be willing to take the photographs for credit. A local professional photographer, one that works for the newspaper or in a studio, may be willing to donate services and equipment to perform this phase of work.

The best camera to use for this activity is a manual 35-mm, but an automatic 35-mm with manual override will do just as well. Instamatic cameras, disc cameras, and digital cameras will not create a good image for documentation purposes. Digital photographs can be used to create web pages and to accompany a computer database, but are not recommended for creating a permanent record of a site. Although a wide-angle lens is helpful in vista shots of the cemetery, a regular lens (50 to 55 mm) is adequate for survey purposes. A skylight filter should be used on the lens. If your camera does not have a light meter, take a hand-held meter. To make a reading hold the meter or camera close to the stone.

Both photographs and slides should be taken during each of the three surveys. Black and white film should be used for the photographs. A good film for documentation work is T-Max ASA 100 or 400. Black and white photographs will last longer and reproduce well. Color slides should be taken. You will most likely use the slides for presentations and printed materials. For color slides, use Kodachrome ASA 200 or a comparable film. Use a custom photography lab to

process the film, not an overnight developer. If there is money available, inform the lab technician to process the film using archival materials and methods.

Depending on the speed of your film, you may want to use a tripod or box to stabilize your camera. A box is easier to move around in the cemetery, and the tripod may not lower to the height needed to acquire a good image. Take a bag to help keep up with exposed film.

Although most people have experience in taking snapshots, it can be difficult to obtain good photos of tombstones. You will need bright sunshine. You may find it necessary to visit the graveyard at different times of the day and year to obtain a photograph that clearly documents imagery, inscriptions and conditions of individual markers. To produce a clear image, the sun should rake across the stone at a thirty-degree angle. This will be either mid morning or mid afternoon, depending on the direction the stone faces.

A mirror or flashlight can be used to direct light on your subject. Some markers will be in constant shade, others will be lit from the back. The mirror will allow for light to be cast on the stone, even from 100 feet away. The mirror must be at least the same height as the subject being photographed. Be careful when the cemetery is situated along a road, as the reflected light can blind drivers. If the mirror is beveled, the image will be distorted. Covering the beveling with a frame will prevent distortion in the photograph. Experiment with casting light upon the subject with your mirror or flashlight, but remember the light should rake across the face of the stone. It is helpful to have a partner assist with holding the mirror, or you can devise a way to prop the mirror into the necessary position. Take precautions to ensure that the mirror will not fall and cause damage to a marker. A small hand-held flashlight will be easier to use in the field, if there is only one surveyor.

When taking photographs, placing a board behind the marker will eliminate a distracting background. Remember that photographing the marker is for the purpose of documentation, not aesthetics. The stone should be the main subject. Dull finished Formica mounted on ¼" plywood makes an excellent backboard. The color should be dark if you are shooting light stones and light if more dark stones exist in your cemetery. Gray should be avoided, especially when taking colored slides, for the stones will blend into the background. Once again a partner would be of great help when using a backboard.

To assist with identifying photographs of markers, you can make a sign with the code used in the survey forms. Attach the cardboard that displays the number to a piece of coat hanger wire and place close to but not in front of the stone to be photographed. Since the number will distract from the image, you might want to take two photos, one with and one without the number. If you choose to exclude the number while taking the photograph, retake the last picture on one roll as the first shot on the next roll of film so that the order in which the photos were taken will be easier to discern.

Many people believe that rubbings are more desirable as they can truly depict the size of the marker. But rubbings can cause irreversible damage to a marker, especially one that is unstable. Other problems associated with rubbings for documentation purposes are that they are more time consuming to create and take more room to store. Do not use rubbings as a documentation method. A yardstick with a wire taped to the back and extended a bit so it can be inserted in the ground can be used to help indicate height. Place the yardstick to the side of the marker.

To indicate the direction that the marker faces, a stick with one pointed end can be laid on the ground to the side of the stone and pointed north. By placing the devices used to document

the size, height and direction of the stone to the side, the photograph may be cropped to create a more desirable image.

You may want to do a little cleaning before you shoot your photographs. Bird droppings and loose dirt may be removed with water and a soft, natural-hair bristle brush. Lichen should probably be left alone, but can be removed with water and a wooden stick (Popsicle type). For more information about proper cleaning techniques see chapter four.

Information from Association for Gravestone Studies leaflets: Photographing Gravestones, by Michael Cornish and Making Photographic Records of Gravestones, Daniel and Jessie Farber.

MAP MAKING provides a view of the dimensional relationships within the cemetery and provides a view of the outer boundaries of the site. The majority of the mapping activity will be performed in association with the general survey. The individual marker and condition survey will use the general survey map to note locations of separate site features.

For the general survey, the overall boundary lines will be located and noted on the map. The diagram should further illustrate the location of major site features such as entrances, exits, fences, walls, roads, pathways, vegetation and graves. Using graph paper, all of these items should be drawn as close to scale as possible. A key should be included to assist others who will use the map.

To determine the overall boundaries of your burial ground, do not assume that the fence marks the correct boundaries. Remember to look for site features as well as areas where regular depressions are present. If in doubt as to the overall size of the site due to a number of unmarked graves, you may use the legal property description found at the local courthouse and/or contact the Arkansas Archeological Survey station nearest to you and request that an archeologist visit your cemetery.

Once you have determined site boundaries, you can measure the overall size of the site in a number of ways. The easiest method, but one that is not always the most accurate, is pacing. Pacing may be a bit faster and possibly more practical than acquiring an aerial photograph or using a local surveyor. To ensure that this measuring method is accurate, you should try to make each stride the same length. Before you begin, determine how many feet your normal stride covers.

You also can use measuring instruments. The most basic tool is the tape measure, combined with stakes or pointed sticks. Insert one stake in the ground in one corner of the cemetery. Hook the end of tape to the stick. When you get to an intersecting boundary line, note the measurement and place a stick at that point. If you do not come to an intersecting line, place another stick in the ground, hook your tape onto the stick and continue measuring until you have completed all four sides.

To accurately place each stone and site feature within the boundary lines of your map, you may use the sticks and string to form a grid over the entire surface of the cemetery. Began by establishing a base line. Do this by setting up two poles, such as dowels or broomsticks, at opposite ends of one side of your cemetery. Connect these two poles with string. Perform the same activity until the entire site is outlined with string. At this point, you will tie string onto the base line string at regular intervals. These pieces of string will be stretched to the opposite border string to form a massive grid.

Another type of measuring instrument that is a bit easier to use but may be more difficult to obtain is the measuring wheel. The measuring wheel has a handle and as you roll the wheel

along the boundary line, the counter will calculate the distance traveled. These instruments can be found at most schools that have football fields, at real estate offices, police stations, or in the offices of groups that measure land for a living.

Once you have created an outline for your cemetery, begin measuring and sketching the major landmarks such as roads, trees, fences and gates. If you use the grid string system described above, it will be relatively simple to accurately reproduce on your map, but you will need to work fast and disassemble the string grid as soon as the survey has been conducted.

The individual marker survey will provide a key to the location of individual graves. Each marker should be assigned an individual number that is then placed on the overall map of the site. The number should be placed on the inventory survey form and all documentation to help indicate placement on the map.

If you have created the general survey map with assigned numbers denoted on the original map, the condition survey can use the same numbers.

Creating the map will not cost money, just time. The map will be one of the most important pieces of documentation created during your survey. Cemetery diagrams are found in brochures and other printed materials to assist visitors in locating interesting site features or family members. The diagram can be used in various research projects.

One interesting method used to map the local cemetery was found in Camden, Arkansas. Camden's Oaklawn Cemetery organization used aerial photography to document their overall site. This was be extremely helpful in creating the overall map.

For National Register purposes, the map does not need to be as detailed or accurate as the system mentioned above. You will need to note boundary lines and major site features, but it will not be necessary to denote each marker.

The Arkansas Archeological Survey will be interested in receiving information on the overall boundaries of your site.

Information on mapping was compiled from the Association for Gravestone Studies, Recording Cemetery Data by F. Joanne Baker and Daniel Farber

SURVEY PROCESS CHECKLIST

STEP 1: GENERAL SURVEY

The first step is to collect data for a general survey, with photographs and a map of the site. You will not need to photograph every marker for this survey. Overview shots and photographs of interesting site features will be sufficient.

STEP 2: INITIAL CLEAN UP

Once the general survey is complete, an initial clean up may be performed. Care should be given to leave all markers, footstones, and fragments as they lie. If you fear that fragments may get lost during this phase, document the fragments. Once you have completed a written and photographic record, you may bury the fragments in a hole ten to fifteen inches deep near the parent stone. The hole should be filled with two inches of clean sand, the stone should be laid flat facing upward, and more sand should be placed on top of the stones. Fill the rest of the hole with soil and cover with sod. Be sure to document where you buried the fragments. Please refer to chapter four on cleaning methods, for more information.

STEP 3: CONDUCT RESEARCH AND WRITE INTERPRETIVE TEXT

The survey will provide you with vast amounts of raw data. To help evaluate materials and draw conclusions, you will need to perform research using primary and secondary materials. For more information on this step, refer to chapter three.

STEP 4: FILE GENERAL SURVEY INFORMATION

There are a number of groups that will be interested in your research and documentation. Some have previously been mentioned, while others may be found in chapter three.

STEP 5: INDIVIDUAL MARKER SURVEY

An inventory survey should be the next phase in recording the burial site. You will use skills and information from the fields of geometry, geology, botany, art, history and literature while reading a tombstone.

Depending on the size of your site and the resources available for your project, this step may take a while to complete. Other activities, such as funding and awareness, can be conducted while you are working on this phase.

A stone-by-stone survey will require vast amounts of fieldwork. Consider your resources, in personnel and financing, to calculate the time necessary to conduct the inventory. Schedule the project at a time when the weather is bearable. Training will focus on specialized knowledge to identify materials, marker types, maker's marks, motifs, condition, and signs of previous repair. If necessary, schedule the work to take part in stages, with the oldest and most endangered section being the first area documented.

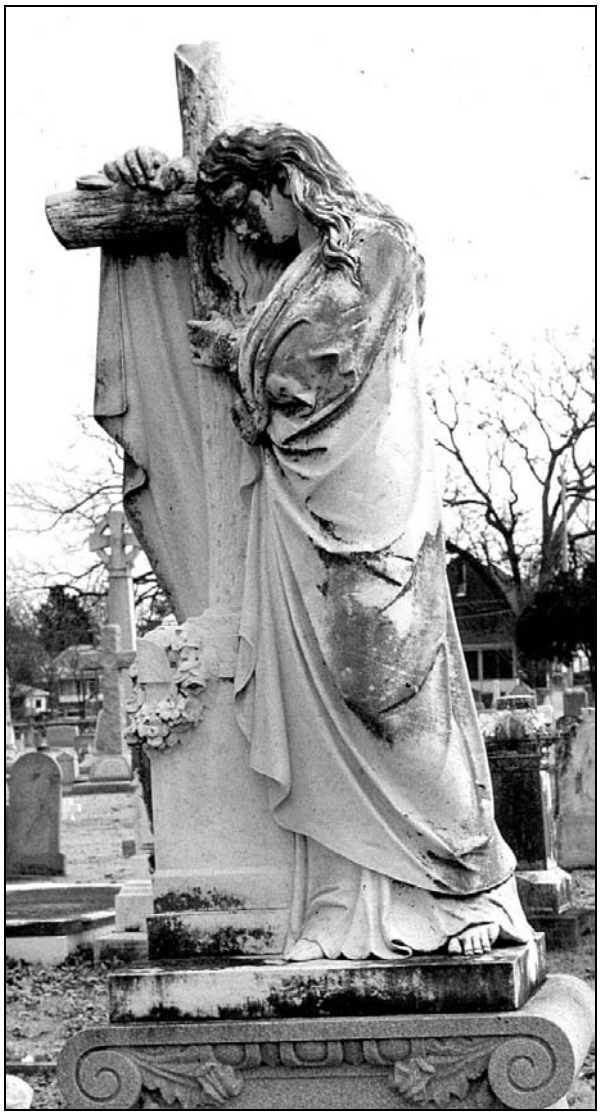
Use the individual marker survey form, found in the appendix, to collect inventory data. This brochure contains a field guide with a brief glossary and list of resources to assist with identifying site features. The map you created during the general survey should be used to assign corresponding identification numbers for each individual survey. To further organize

information, maintain a record of your photographs while shooting and assign the number to the photograph that is found on the map and form.

Surveyors will need to complete a detailed form and take one or more photographs for each and every stone. This activity will require that a form be completed for each feature including but not limited to mausoleums, crypts, fencing, gates, caretaker houses, and vegetation. Specific knowledge and skills will need to be developed before the surveyor can create an accurate record of the cemetery. But provided training and supplies, a group of community volunteers can help preserve the cemetery.

STEP 6: CLEANING/ CONDITION SURVEY

This step can be done along with the individual marker survey or you may wait until everything has been recorded before you begin cleaning. The condition survey form is much like the individual marker form, with one exception: you will take before-and-after photographs and explain how you cleaned the marker. To learn more about proper methods to clean markers, please refer to chapter four.



CEMETERY SAFETY TIPS

The type of activity planned for the cemetery will help determine measures that should be taken to ensure safety. Remember you are trying to survey, clean and repair your site, not end up in it due to an accident. Always consider if your actions will place the site in greater danger.

1. Spiders and snakes: A number of creepy crawlies find a cemetery inviting. In Arkansas, especially in the southern half of the state, you should be on the lookout for fire ants. Bees and wasps could become potentially lethal if one suffers an allergic reaction to a sting. To protect yourself, use insect repellent and wear gloves, long pants, long-sleeved shirts, and work boots. Bring a first-aid kit that contains a snake bite kit and bee sting kit.

2. Animals: Numerous animals call the cemetery home. Do not harass any wildlife found on the grounds.

3. Plants: Poison oak and ivy can be found growing on fences, entry gates, trees and wrapped around markers. If you wear the recommended clothing, your chances of contact with the potent plants will be greatly reduced.

4. Broken glass and other trash: Many burial grounds are hosts to the litterbug. Take care when cleaning the site. Remember that there are federal and state laws that prohibit the removal of grave items such as markers, fencing, and grave decorations. Dead flower arrangements can be removed, but you should never move markers and fragments.

5. Sun exposure: Cemeteries are sometimes shaded, but for those that are not it is wise to dress for heat exposure. One can easily experience heat exposure while working in the hot southern sun, so cemetery work requires a hat, sunscreen and plenty of drinking water. Avoid work during the hottest part of the day and take a number of breaks to sit in the shade. The best time to schedule site work is during the fall or spring, when the temperature will be pleasant.

6. Watch out or you might fall in: Older cemeteries present a unique problem for conservation activities. Since the deceased often were buried without liners, the earth around the grave may be unstable. One false move and you may fall in! Please use caution around older graves

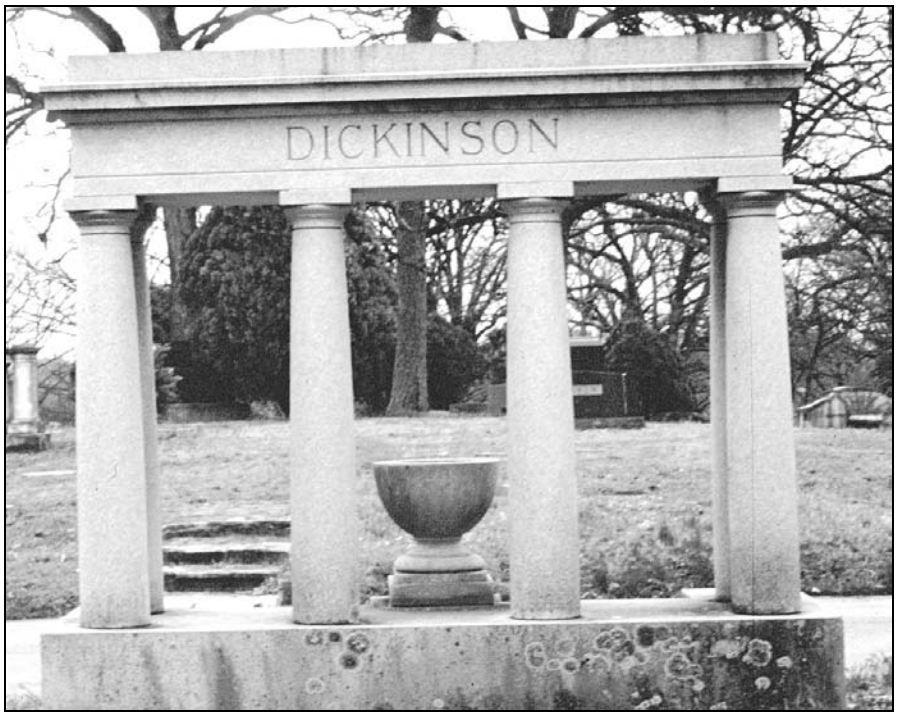
7. Don't break your back: Proper bending techniques that make use of your legs and not your back should be used at all times. If your plan includes resetting markers, a tripod device that utilizes sturdy ropes and pulleys is essential. Always wear steel-toed boots. If one of the stones falls on your foot, you may break bones or lose a toe.

8. Tilted stones may fall or break with one wrong move: You will need to exercise caution when working with tilted stones. Trying to wiggle the stone may cause more

damage. The marker may break off at the base and the weight may be more than you can hold.

9. Buddy system: Work with a partner, if possible. Any of the above mentioned hazards would be easier to address with a second person there to assist. Due to the isolated location of some of the older cemeteries, working with a partner might cause a "potential threat that walks on two legs" to reconsider aggressive actions.

If you follow the rules, wear proper clothing, carry water, sunscreen and a first-aid kit, bend properly and work with a buddy, your experience in the cemetery should be pleasant and productive.



SUGGESTED EQUIPMENT FOR A CEMETERY SURVEY

1. Permission letter signed by owner
2. Clip board, rubber bands or large paper clips
3. Tablet of paper for notes
4. Multiple copies of general, individual marker or conservation survey forms- preferably printed on archival paper
5. Guides to help identify site features, requirements for survey forms and project goals
6. Pencils and pencil sharpener
7. Pens
8. Maps of area, noting nearest town that will have restroom facilities, phone, food, etc.
9. Camera
10. Black-and-white film for photographs
11. Color film for slides
12. Video camera and tape
13. Compass
14. Flashlight or mirror to assist in reading inscriptions.
15. Hand clippers to clear vegetation away from stone for easier viewing
16. A few gallons of water to drink and to assist in reading/ cleaning stones
17. A few rags and a roll of paper towels
18. Proper attire, such as boots, long-sleeved shirts, hats, jeans and gloves. Layer for comfort.
19. First-aid kit that contains items to treat for insect stings, snakebite, cuts, poison plants, and heat exposure. A phone number to the nearest hospital/ medical service is also recommended.
20. A cellular phone and a list of phone numbers for possible emergencies.

21. Insect repellent

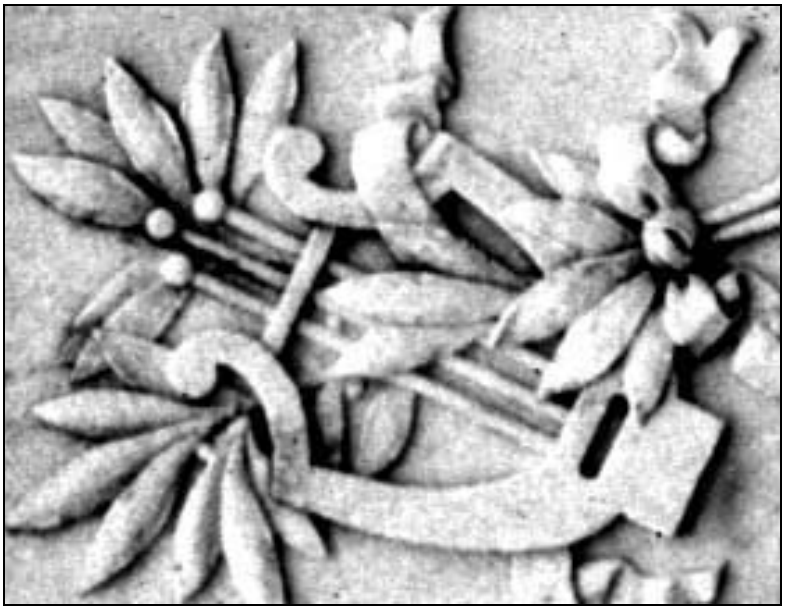
22. Something to eat and drink, especially water.

23. Adult supervision, if children are involved in survey work.

24. Trash bags to hold the trash you generate during the day, as well as what you might find in the burial ground.

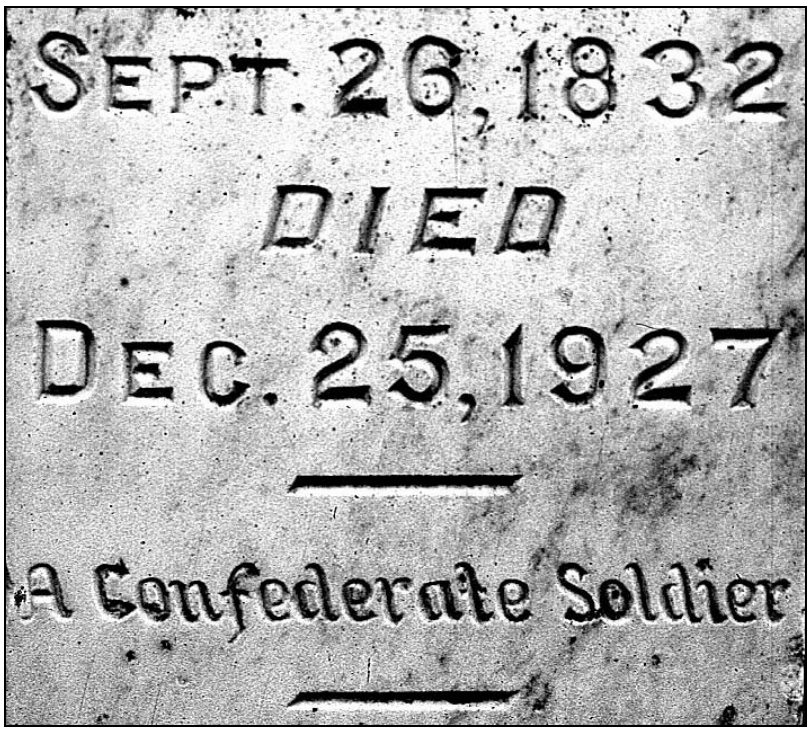
25. A container to hold your supplies.

26. Laptop computer and cemetery survey program. For cemetery database programs available on the market contact: The Association for Gravestone Studies
278 Main Street, Suite 207
Greenfield, Massachusetts 01301
Phone: 413.772.0836
www.GravestoneStudies.org



CHAPTER THREE:

RESEARCH AND DOCUMENTATION



RESEARCH AND DOCUMENTATION

There are eight steps in research, development and storage of cemetery interpretation:

Collect data from site through a survey
Organize the collected data
Select a focus for research
Conduct primary and secondary research
Compile information and write analysis of study
Store materials in a conservationally sound area
Develop a policy for use of information by public
File information with appropriate organizations

Chapter two described in detail the survey process and provided tips on organization methods. This chapter will furnish information to assist in defining a topic for study, an overview of possible primary and secondary sources to assist on expanding the story of your site, repositories of research material, conservation methods that should be enacted to save and share collected data and information about your historic cemetery and places to file information to assist with site protection.

SELECT A FOCUS FOR RESEARCH

A careful examination of your site could lead to numerous areas for further study. To help narrow the field, you will need to determine the purpose of your study. Will it be to share information about the site at a meeting, to prepare a National Register nomination, to prepare a report to seek funding assistance, to create a temporary or permanent exhibit, to prepare a burial index, to create a web site to assist individuals looking for family roots, to create a cemetery brochure or to develop tours? These are only a few of a multitude of projects that can be created from a study of cemeteries. More ideas on projects may be found in the last two chapters of this manual.

Your focus of study may concentrate on the elements that compose a cemetery. The cemetery may be investigated as an example of the different types found within a given area, such as family, frontier, church, community, urban, Victorian, memorial, military, national and folk. Or you may look at the origin, evolution and placement of features used to create the site such as the markers, monuments, entrances, enclosures, open spaces, vegetation, buildings, roads and pathways.

Researchers may want to examine activities that occur in conjunction with the cemetery, such as burial traditions, mourning practices and the differences found among different ethnic and socio-economic groups. An examination of these activities may shed light on the distinctive history of your area. Holidays, celebrations and other events that occur at the cemetery may be of interest to the living.

The people interred within the grounds may be a focus of study, as well as burial traditions, trade routes, manufacturing processes, demographics, mortality rates, folklore connected to burial grounds or the utilization by the living. Other topics to study at cemeteries include but are not

limited to forms of commemoration, geography, sculpture, architecture, conservation, nature, iconography, language and sociology.

Basically there are three objects that may be the focus of your study: the place, the objects that compose the site, and the interred individual or family. The site and its components may be evaluated by types, placement, time periods, construction methods, materials, use and involvement by man or in simplified terms, its form or physical description. The people, both those buried and those that worked at the cemetery, may be investigated.

Following are three models to assist in researching your chosen topic. You will begin with the marker or markers to collect basic information and then look for other sources to verify and expand the story you are going to tell. As you collect information from various primary and secondary sources, develop a system to organize the data. It is wise to learn what is involved in performing research by looking at books, joining a group, taking a class or finding related websites.

RESEARCHING THE PEOPLE THAT RESIDE IN YOUR CEMETERY

To learn more about a person buried at the site you will employ the methodology used by genealogists. Following is a brief overview of the steps to take to find out about the life of a person. There are ample guides, organizations, websites, computer programs, and other resources on researching individual or family histories. While you are collecting relevant data, you may want to use forms to help organize the information, especially the pedigree chart, the individual chart and the family chart. A copy of each of these forms may be obtained from the Arkansas History Commission, www.familytreemaker.com or any book on genealogy. Always write down where you obtained the information so others will be able to trace your steps.

1. Learn what is involved. Look at books, take a class, and/or join a group to learn more about the field and methodology involved in genealogical research. You will be able to use these resources in the future to assist with finding difficult information. Contact the Arkansas History Commission, One Capitol Mall, Little Rock, AR, 72201, (501) 682-6900, or the Arkansas Genealogist Society (see address below) to learn of meetings in your area or consult one of the many books listed in this chapter.

2. Using the information from the marker, locate living family members to gather basic Information and copies of personal documents. It is wise to create a form that asks each relative to provide personal remembrances and a list of the types of personal records needed for your study of the deceased. This form will be especially important if many of the descendents have moved far from the area. The response can be filed with the individual survey form to serve as a potential resource list to write the biography of the interred.

3. Organize the personal data into a chart or outline. You will begin to see patterns, gaps and connections. This activity will help you know what other types of information are necessary to breathe life into your story of the deceased. The pedigree chart and individual chart should be used at this time.

4. Begin researching other sources such as private collections, public records and other primary documents to broaden the base of information about your individual, as well as verify information that has already been gathered. Primary sources are first-hand accounts. Secondary sources are written "after the fact." *(A list of sources and their locations can be found in this chapter.)*

5. Expand or supplement your information with historical resources such as maps and newspaper accounts. This step will help guarantee that the information collected up to this point is valid. Use of one source to obtain information is not wise. People make mistakes.

6. At this point you should have a good outline of an individual's life. You will need to place this person in context. Put them into their time period by using secondary sources, such as history books and articles.
7. Write a narrative using your research findings and place this in your file for the individual. It might be wise to put a copy into files of relatives found in the cemetery.

For more information on researching family roots, contact the Arkansas Genealogical Society, PO Box 908, Hot Springs, AR, 71902-0908, call after 5:00pm at (501) 262-4513. This group publishes the Arkansas Family Historian.

("Starting a Family Tree," Arkansas History Commission)

RESEARCHING THE PEOPLE THAT MADE OR SUPPLIED THE SITE FEATURES

The genealogical information you gather will be helpful in the research of local carvers, monument dealers and others associated directly with the development of your cemetery. The following information will outline the steps to develop a portrait of the individuals that created, sold or erected the stones within the site. Although research on carvers is a popular topic for New England cemeteries, southern sites have not devoted much time to this topic. Once southern states have developed more information about local carvers and businesses associated with markers and monuments, economic patterns can be established, trade routes can be identified and a whole world of interpretation can be generated through the use of carver biographies. For more guidance on researching carvers, iconography, symbolism, etc., contact:
The Association for Gravestone Studies
278 Main Street, Suite 207
Greenfield, Massachusetts 01301
Phone: 413.772.0836
www.GravestoneStudies.org

1. Perform a survey of the cemetery where the carver's work or similar markers appear. Remember that the name of the maker/monument dealer sometimes may be found at the base of the stone. If you can not find the name of the person that created the monument, collect the names of the deceased that have markers that look as if the same carver made them.

2. Search probate records for accounts and administrations filed for these names. You will discover a record of payment to the cutter or company of the deceased's marker--possibly even a record naming the cutter if you are lucky. Eliminate names of children and young adults. These individuals do not normally have a probate record.

3. Conduct a search of advertisements in old city/regional newspapers, city directories, etc. to find information on monument companies, funeral homes, undertakers, cabinet builders, and others associated with the cemetery.

4. Perform a genealogical search for information about the life and family of the identified carver or monument dealer.

5. Return to the cemetery for a more thorough study of a carver's work, particularly as it relates to the events of his life. Look at other cemeteries in the area to see how successful or prolific the carver or company is during their tenure.

One article related to a carver from Arkansas could serve as an outline for your study: "H. J. Wiebusch, Batesville, Arkansas: A Nineteenth Century Stonecarver," by Roberta Brown, Arkansas Historical Quarterly, Vol. XLII, No. 3, Autumn 1983, pages 197-207.

("A Basic Guide to Carver Research," Laurel Gabel with an introduction written by Jessie Farber produced by Association for Gravestone Studies provided the general steps in carver research.)

RESEARCHING THE LANDSCAPE

When researching a landscape, its history and its significance, you will consult sources associated with the development and evolution of site features and key individuals associated with the site. Sources mentioned in the genealogical section will assist in developing portraits of the deceased and the employed of a cemetery. There are other documents that will need to be viewed to develop a history of a landscape or place. For further guidance on researching historic places, contact the Arkansas Historic Preservation Program at (501) 324-9880 for information on workshops as well as pamphlets on this topic.

1. Begin with the information collected from the general cemetery survey and individual marker surveys. Contact the owner and members of any groups associated with the burial grounds to see if they may have information related to the origin or development of the site, interesting people found buried there or any other item of interest to the history of the place.

2. Start your search of primary sources associated with property ownership, such as deeds, permits and abstracts of titles.

3. Expand your search to include community history records, such as city council meeting notes, and resources that might provide information about the origin and development of the cemetery.

4. After you have located all known primary documents associated with your site, begin a search for secondary materials. Good information to have would be a history of cemetery development and regional characteristics of cemeteries. Another way to classify and place your cemetery into context would be to visit other cemeteries. Compare and contrast site features and development patterns.

5. The final step is to write an inventory and description of the current appearance of the site and how it came to look this way. You should include a separate explanation of the history connected to the site, its origin, who provided the land, why the parcel was chosen over other land in the area, who created the design, key figures buried at the site, reflections of national events such as war, mortality rates, etc. Basically you are establishing why your site is important to the community, state and region.

   "Jubilee, the History of Mount Holly," is a good book that relays the development of one Arkansas cemetery landscape. Other sources that could assist with defining the importance of your cemetery are the national register nominations located at the Arkansas Historic Preservation Program.

(National Register Bulletin 41, "Guidelines for evaluating and Registering Cemeteries and Burial Places." National Park Service provided a general guide for researching a cemetery.)

RESEARCH RESOURCES AND LOCATIONS

Markers and Cemeteries can yield vast amounts of information for those willing to learn how to look at objects and landscapes. First, the marker information must be collected. This information should then be verified and expanded through the use of primary and secondary sources. Primary or first-hand accounts are important in developing a personal history of a person, place or thing. The carved stone is an important primary artifact. Information from an individual stone can tell the present-day observer the age, name, relationship, economic level, occupation, participation in events, or beliefs, activities, significance, maker of the marker and many other things about the deceased person being commemorated, but you will need to validate this information with other sources.

As you look at the marker, notice more than the epitaph or design. Observe the size, material, craftsmanship, location within the site, other burial furniture, condition, vegetation and shape. Explore relationships of other materials found in the cemetery, the city, county, region, state and nation and compare to your object of study.

A group of markers creates a cemetery. Cemeteries are among the most useful sources for genealogical research. Some are limited in the information one can obtain, while others relate the history of families and the communities in which they once lived.

If the cemetery is still in operation, contact the administrative office for sexton records or records of plots and their locations, who purchased them and lists of individuals buried in each plot.

If there is not an office, ask churches, local government officials, libraries, genealogical societies or local history groups about ownership and records. Look on U.S. Geological Survey Maps and the American Blue Book for Funeral Directors.

Before visiting the site, see when someone might be there to assist in locating the grave, especially if you are working with a large yard. If you must search on your own, bring extra help to conduct the survey for relatives' stones.

If you cannot visit, look for published inscriptions. The Daughters of the American Revolution (DAR), Works Progress Administration (WPA), Library of Congress, the Mormons and local historic groups have transcribed some inscriptions. These transcripts can be found at the Arkansas History Commission or in books published by various historical societies.

A few words of caution: whether you use data written directly from the stone or transcriptions collected by others-- people make mistakes. The monument maker could have carved the wrong date or misspelled a name. The transcriber could have made mistakes in their survey efforts. Look for other types of documentation to validate information gathered from the cemetery.

(From Early American Life, 6 part series, "Finding your Family," written by Diana Ross McCain, 1991.)

Once you have determined the topic and purpose for your research, and you have gathered all relevant information from the cemetery, it is time to visit other facilities to locate bits of data to help piece together your burial ground's story. Following is a list of primary and secondary documents and materials that will help develop the history of your site. Other information includes the type of data that can be obtained from the resources and the possible locations that these documents may be found. The primary documentation has been divided into three broad categories: personal documentation, public documentation and historical resources.

PERSONAL DOCMENTATION

Family and Personal Records: Use the family, friends and personal papers to help develop a biography of your individual.

Gather oral histories. There are numerous books to assist in developing questions and documenting the discussions.

Ask the family to locate personal papers. These papers are usually stashed in closets, trunks, cupboards, basements, desks, garages and boxes in the attic and in the basement. The types of personal items that would be of value to your study include but are not limited to birth, death and marriage certificates; divorce decrees, school records, annuals, diplomas; passports, samplers; military service information such as discharge papers, pension papers, medals; photographs, photo albums, scrapbooks, family Bibles, clippings of obituaries, births and weddings, social clippings from the newspaper, wedding invitations, birth announcements, insurance policies, letters, journals, ledgers, quilts and diaries. All of these items are first-hand accounts of events that transpired in the life of the individual being researched. The collected data can help with verification and serve as a lead to other sources.

The next step in gathering personal papers is to see if someone has already published your family tree. There are several groups interested in recording and collecting family trees and

a number of bibliographies and websites that will allow for a search of a specific name. It would be wise to learn of their policies and procedures before you visit their facility.

1. Local libraries, libraries with genealogical or local history collections, historical societies, archives
2. Daughters of the American Revolution
3. Library of Congress
4. Church of Jesus Christ of the Latter Day Saints, or Mormons

(Early American Life, 6 part series, "Finding your Family," by Diana Ross McCain, 1991.)

PUBLIC DOCUMENTATION

Census Records: Depending on the date, census records can contain a bounty of information and help verify the dates found on the tombstone. You can find information on family relationships, possessions, occupations and backgrounds from a census. The following information, found in *National Register Bulletin 39: Researching a Historic Property,* discusses keys to locating information in census records. The official census, undertaken by the Federal government every 10 years, began in 1790. Don't worry about locating an address on Federal census records that date prior to 1880: most omit a reference. A fire destroyed the 1890 regular census, yet one can find other special surveys such as veteran's records to supplement data. Once again, remember the human error factor and realize that this was the beginning of massive record keeping by the Federal government.

In the beginning of the American census movement, the requested information goes through several transitions. Many people were not surveyed due to the extreme living distances between people. From 1790 to 1840 some if not all of the following information was submitted during the census survey: Name of the head of the family. Number of free white males and females. Number of free black people. Number of slaves. Number of free white males and females under/between /over. Number of aliens naturalized. Numbers of people engaged in agriculture, commerce and manufacturing. Number of all people except Native Americans not taxed. Number of people engaged in various professions. City, county, ward, township, town, parish, precinct or district. Names and ages of pensioners from Revolutionary War or military service. Number of deaf, dumb and insane white people/ black people. Information about schools. Numbers of aliens not naturalized.

By 1850 you can find a drastic format change to: Name, age, sex and color of each person in household. Profession of each person over 15 years of age. Value of real estate owned. Place of birth, including the name of the state, territory or country. Weddings within the past year. Listing of individuals who attended school in the past year. Value of personal property. As the population grows the census requires less information.

Local places to find census information are major city libraries and the Arkansas History Commission. If you have plenty of time you can contact the National Archives and Records Service at NNC in Washington, D.C., 20408 for census records before 1880. Censuses between 1890 and 1970 can be obtained for a small fee from the U.S. Department of Commerce at the Bureau of the Census in Pittsburgh, Kansas, 66762.

Vital Records: If your individual cannot be located in any census data, vital records can help verify dates found in personal papers, histories, oral reminiscences and on the markers. Depending on the time and state, vital records contain varying amounts of information on births, marriages and deaths. These records may be maintained in different governmental institutions such as town, city, county or state offices. In Arkansas you may visit the county courthouse for birth, death and marriage records. These records can also be obtained from the Arkansas Department of Health, Division of Vital Records, 4815 W. Markham Street, Slot 44, Little Rock, AR., 72205, (800) 637-9314, (501) 661-2726, or www.vitalrec.com/ar.html. The Health Department charges for services and has restrictions on access to certain records.

If you are looking for records dating before 1914, try the county clerk's office at the local courthouse. Besides birth, death and marriage records, county courthouses hold records of war service, wills, deeds and divorces. To contact the appropriate county courthouse, get a copy of the County and District Officials Directory, from the Association of Arkansas Counties, 1415 W. Third Street, Little Rock, AR, 72201, 501-372-7550 or www.familytreemaker.com/00000233.html.

To learn how to access vital records in other states, write to the U.S. Department of Health and Human Services at Government Printing Office in Washington DC, 20402, for a pamphlet "Where to Write for Vital Records- Birth, Death, Marriage, and Divorces." There is a small fee for this brochure. There are other resources books available – ask your librarian or local historical group for suggestions.

Vital records may be inaccurate due to lateness in reporting events to officials or lack of responsible record keeping. Sometimes records will be hard to find by staff, and you may have to resubmit your request more than once. And finally, do not limit yourself to a particular place: borders change and people move.

Probate Records: are associated with the end of one's life and provide a unique look at the individual through the will and other documents that settle final estates and requests. These inventory records can help in estimating death dates, provide family connections, and provide a look at the personality of the deceased and his or her attitudes towards family members.

Look in probate and county courts for these records. Their location will vary from state to state, but the location may be obtained from questioning librarians and historical societies. Many of the vital records--probate, births, deaths, etc--are available in microfilm or off the web from the Family History Library for the Church of Jesus Christ of the Latter Day Saints in Salt Lake City, Utah, (800)-346-6044, www.familysearch.com, or from one of the eight local churches in Jacksonville, Little Rock, Springdale, Rogers, Fort Smith, Russellville, Hot Springs or Mountain Home.

Military Records: are federal records that could help in your search with other documents on veterans, such as pension records and bounty land records. Cemeteries may be found with single burials, sections designated for veterans and whole cemeteries restricted for those who served our county. They will have distinctive markers and may be accompanied by other grave goods, such as metal crosses, to help identify the battles in which they fought. Other documents would include service records and discharge records. You may find new information, or use them to verify other data. The Arkansas History Commission has a number of military records in its collection.

Land Records and Deeds: A vast amount of information can be found in documents associated with the ownership and transfer of land. Other items of interest: Family relationships; origin of landowners; sequence of ownership; physical description of property; abutting property owners; occupation; value and cost of the land; allowances for roads; dams and bridges; and church, town and burial proprieties.

Land records can be obtained from the Bureau of Land Management, Washington, DC 20240 or by visiting www.glorecords.blm.gov. You can learn about the property and ownership history and may look at homestead patents, mining districts, patented claim records, and maps and plats. Deeds usually are listed by the grantor and grantee. These records are maintained on a county level. Others to contact include the Arkansas History Commission and the Family History Library for the Church of Jesus Christ of the Latter Day Saints.

There are books, such as Val Greenwood's *Researchers Guide to American Genealogy* that will examine different states' land records and provide a view of what might be found in the documents. Realize that some landmarks referred to in documents may be vaguely described or gone.

Permits: for building and burial provide dates of activities that took place on the grounds. These can be obtained from the city building inspector or city/county records or archives.

City Council or County Minutes, Ordinances, Etc.: Cemeteries are part of a developing community. Notes may be found in the city or county clerk's office and at the Arkansas History Commission. Information might provide dates and descriptions of ordinances that affected the cemetery.

OTHER HISTORICAL PRIMARY DOCUMENTS

Corporate and Business Records: such as ledger books, client files or advertisements can illuminate the nature and source of items sold to decorate the cemetery landscape as well as illustrate the economic status for the associated community. Records may be found in corporate/ business archives, specialized libraries and with existing companies.

City Directories: can be used to place your individual in a particular place at a certain time and lead to information on businesses, institutions and organizations in the community. Whereas the census is taken every decade, many city directories were updated on an annual basis. A standard resource for finding and using City Directories is Dorothy Spears' *Bibliography of American Directories through 1860*. Realize that it wasn't until after the Civil War that these books gained wide acceptance. Uses of the information include help in tracing movement and employment patterns for males, sometimes females. It can supplement information lost through fires, floods and other disasters. The information provides a picture of a community during a different time. The Library of Congress has collections of early city directories. Local archives may have copies of local city and town directories in their collections.

Copies of Other Directories and Gazetteers: can be found in local and regional libraries and historical societies. Beyond the city directory described above, there are business directories, social directories that list the community elite and gazetteers for information on rural areas, businesses and towns.

Abstract of Title: can be found in the possession of the owner, the title company that filed the document and the attorneys who conducted title searches. This document can provide a summary of other documents associated with the land, names of owners and legal boundary descriptions. Use of this document with the land deed can help verify information about the history of the site. The title will be important for developing a history of the site for use in a National Register nomination. You must provide a legal property description with your application form.

Insurance Records: from owners and insurance company offices can provide plans, construction dates and clues to changes through premium increases. Increases will reflect new buildings such as mausoleums and receiving houses.

Interviews and Oral Histories: of current or former employees, caretakers, observers or individuals associated with activities at the cemetery can be beneficial in your study. These interviews can provide clues about appearance changes and historical events associated with the site. Records may be found in collections of historical societies, or archives, or one can gather the information from an interview.

Newspapers: "For over 300 years, newspapers have been printed in the United States. Some have lasted only a few weeks, while others have been printed continuously for a century or more." (*Diana Ross McCain*)

Information provided by papers will vary over time. By 1800, information relevant for research of individuals began to appear. Besides personal data, such as births and deaths, other information can be found through the legal announcements, news articles and advertisements.

There are several sources one can consult to locate community newspapers such as Clarence Brigham's History and *Bibliography of American Newspapers 1620-1820* (Hamden, CT: Shoe String Press) or Winifred Gregory's *American Newspapers, 1821-1936: A Union List of Files Available in the United State and Canada* (New York: HH Wilson Co.) for lists of papers still being printed try Ayer's *Directory of Newspapers and Periodicals* (Philadelphia: NW Ayers and Sons) or contact your local library, archives or university for copies of papers to view. If you're lucky, you might find an index for your paper.

(Diana Ross McCain, Early American Life, Finding your Family, part 5, Oct 1991)

Architectural/Construction Drawings: may provide information about the architect or builder, plans, material lists, dates of construction/alterations and general information. This type of document will be found for cemetery buildings such as mausoleums, chapels or bellhouses. You might be able to locate drawings from the owner, architectural firm or newspaper references. A landscape architect may have plans of the overall cemetery.

Maps and Plats: should be viewed to notice placement and growth of cemeteries in relation to cities. These maps also allow one to view boundaries, uses and buildings on a certain parcel of land. Look at the county courthouse, city hall, books, regional/local/ university collections, surveyor general office, the Library of Congress, Arkansas History Commission, the U.S. Geological Survey or landscape architectural plans. They may have town maps, property plats, private/family maps, bird's-eye view maps, Sanborn maps, tourist maps or other illustrations of places.

Church Records: "Records of participation, affiliation, or membership in a particular church or religious faith can be informative sources of genealogical information, and in particular, documentation of baptisms, marriages, burials and religious rites associated with death can be extremely useful in family history purposes." Many cemeteries were established by a particular faith. Religious beliefs have shaped the markers and cemetery. This allows for visual identification of religious affiliation with some sites. (*Diana Ross McCain*)

Church records are difficult to use. There is no one place to locate records, but good places to look are libraries, historic societies, churches and in private hands. Many churches of the past no longer exist and records were sometimes lost, destroyed or transferred to unrelated sources. There are a few guides to help locate important holdings such as E. Kay Kirkham's *A Survey of American Church Records* (Logan, Ut: Everton Publishing.) Church records can be used to fill in gaps and verify other sources.

Immigration materials: While some cemeteries reflect church doctrine, others display ethnic customs and traditions. The United States is a county of immigrants. The following information can help in finding relationships from across the sea. This will help to define the ethnic preferences for certain forms, shapes, epitaphs, designs and customs found in burial grounds. Coupled with church records and city minutes, you should be able to discover a reason a site looks as it does today.

First look at the marker to see if the deceased was an immigrant. Some markers will cite other counties, while others will be written in a foreign language. As a rule of thumb, first generation immigrants use their mother tongue for epitaphs, second generation immigrants will mix English with their native language, and third generation will only use English.

Look at the family sources previously mentioned. You can sometimes get leads to where a group originated. Research obituaries to see if a connection to another county is listed. Census data will sometimes list the county of origin. The use of the surname can provide a clue to the county of origin, but is not always accurate. Remember: names were altered or Americanized. There are books with lists of surnames and origins of names by country, sometimes pinpointing region.

Two major sources to find immigration information are passenger lists and naturalization papers. Passenger lists have been published in books and magazines. Lists can be organized by port of arrival, ethnic groups or regional emigrants. An example of a guide to this type of list is *Passenger and Immigration Lists*, by William Filby and Dorothy Lower, (Detroit: Gale Research) or try the National Archives, a major source for these lists. Naturalization records will also help in finding where some of the people in your cemetery originated. Naturalization papers are filed with district courts in Little Rock, Helena, Batesville, Fort Smith and Texarkana.

PRIMARY RESEARCH SITES

No source, no matter how small, should be ignored in your historical research. Many places that hold collections of primary data, such as local historical societies and libraries, have been mentioned above. There are other places to look for primary documents. Many towns and communities have county or local history museums that house collections, such as valuable papers or biographical files about local citizens and the development of the community.

Following is a list of some of the larger archives that may be helpful in conducting primary research. Archives are often arranged differently than libraries and have a stringent set of rules. One example is that most archives require the use of pencils while handling research materials. Call ahead for information on facility use.

- **Arkansas History Commission** (AHC), One Capitol Mall, Little Rock, AR 72201, (501) 682-6900.
- **Arkansas State University**, State University, AR 72467, (870) 972-3077.
- **Henderson State University**, 1100 Henderson Street, Arkadelphia, AR 71999, (501) 230-5258.
- **Southwest Arkansas Regional Archives** (SARA), Washington, AR (501) 983-2633.
- **Southern Arkansas University**, 100 East University, Magnolia, AR 71753, (501) 235-4170.
- **University of Arkansas Systems**, Fayetteville, AR 72701, (501) 575-5577; 2801 South University, Little Rock, AR 72204, (501) 569-3120; P.O. Box 3596, Monticello, AR 71656, (501) 460-1080; University Drive, Pine Bluff, AR 71601 (501) 543-8411; 201 Donaghey Ave., Conway, AR 72035, (501) 450-3129.
- **University of Arkansas for Medical Sciences**, Little Rock, AR, (501) 686-6730 (use for medical research only).
- **Butler Center**, Central Arkansas Library, 100 Rock Street, Little Rock, AR, 72201 (501) 918-3056
- **South East Arkansas Archives**, Monticello, AR

SECONDARY RESEARCH SITES AND RESOURCES

Once you have completed the search for specific data about your site, a look at more general information about cemeteries, such as burial customs, beliefs surrounding death, symbolism found on stones and other related topics should be undertaken. To help provide context for your object, site or person you will need to conduct further research using secondary sources. You should explore topics found during your primary document search such as fraternal organization membership, symbols or the rise of cremation. The secondary source search, or information written after the event, should be on general and regional topics associated with the specific time period in which your site, object or individual lived. Examples of secondary materials are books and web sites on state and local history, cultural perspectives, the history of cemeteries, religious histories or prevailing social customs.

A sampling of resources that may provide a general background in topics related to cemeteries follows. Many of the books with a statewide focus can be found in the regional section at local libraries or bookstores. Review the bibliography of the book for additional

resources. The listed web sites can provide information on line or addresses for additional materials.

Although not listed, most counties have histories that were produced for the 1976 Bicentennial and the state's sesquicentennial. Local historical society journals are an outstanding resource to understanding the history of a town or area. Chambers of Commerce sometimes have materials related to local history.

As for the history and development of cemeteries, the Association for Gravestone Studies and City of the Silent web page are good general resources.

SITE SPECIFIC

Check to see if any materials have been printed about your specific site. A great aid in the Mount Holly Cemetery research was found in the publication of two books, *The Mount Holly Cemetery Burial Index* and *Jubilee*, a book on the history of Mount Holly Cemetery in Little Rock. Oak Cemetery at Fort Smith developed a video that relayed its history and cited interesting facts. Both places have brochures that provide brief historical overviews and note important burials.

BOOKS

GENERAL HISTORY ON ARKANSAS:

1) *Goodspeed Biographical and Historical Memoirs of Arkansas*. 6 volumes, Goodspeed Publishing Company, 1890.

2) *Historic Arkansas*. Ferguson and Atkinson, Arkansas History Commission, 1966.

3*) A Documentary History of Arkansas*. Williams, Bolton, Moneyhon, and Williams, University of Arkansas Press, 1984.

4) *Historical Atlas of Arkansas*. Hanson and Moneyhon, University of Oklahoma Press, 1989.

5) *An Arkansas History for Young People*. Baker and Browning, University of Arkansas Press, 1991.

EARLY ARKANSAS:

1) *Colonial Arkansas- 1686-1804*. Arnold, University of Arkansas Press, 1991.

2) *Territorial Ambition- Land and Society in Arkansas 1800-1840*. Bolton, University of Arkansas Press, 1993.

3) *Arkansas, 1800-1860, Remote and Restless*. Bolton, University of Arkansas Press, 1998.

THE CIVIL WAR AND RECONSTRUCTION:

1) *Rugged and Sublime*. Christ, University of Arkansas Press, 1996.

2) *Arkansas and the Civil War*. Ferguson, Pioneer Press, 1965.

THE VICTORIAN ERA:

1) *Arkansas in the Gilded Age- 1874-1900*. Moore, Rose Publishing, 1976.

2) *Arkansas and the New South, 1874-1929*. Moneyhon, University of Arkansas Press, 1997.

THE EARLY 20TH CENTURY:

1) *The WPA Guide to 1930s Arkansas*. Introduction by West, University Press of Kansas, 1987.

2) *Deep'n as It Come, The 1927 Mississippi River Flood*. Daniel, University of Arkansas Press.

3) *War and Wartime Changes, The Transformation of Arkansas, 1940-1945*. Smith, University of Arkansas Press.

BOOKS ON GENEALOGY

1) *Searching for your Ancestors*. Doane, University of Minnesota Press, 2037 University Ave., SE; Minnesota, MN 55414.

2) *The Source: A Guidebook of American Genealogy*. Else and Cerny, Ancestry Inc., PO Box 476, Salt Lake City, UT 84110.

3) *Netting your Ancestors*. Howells, Genealogical Publishing Company.

BOOKS ON CEMETERIES:

1) *A Graveyard Preservation Primer*. Strangstad. Nashville, Tennessee: The American Association for State And Local History in cooperation with the Association for Gravestones Studies, 1988.

2) *Death in Early America: The History and Folklore of Customs and Superstitions of Early Medicine, Funerals, Burials, and Mourning*. Coffin. Nashville Tennessee: Thomas Nelson, Inc., 1976.

3) *Texas Graveyards: A Cultural Legacy*. Jordan. Austin, Texas, University of Texas Press, 1982.

4) Cemeteries and Gravemarkers: Voices of American Culture. Meyer. Ann Arbor, Michigan: Umi Research Press, 1989.

5) *The Revival Styles in American Memorial Art*. McDowell and Meyer. Bowling Green, Ohio: Bowling Green State University Popular Press, 1993.

6) *A Time to Mourn: Expressions of Grief in Nineteenth Century America*. Pike and Armstrong. Stoney Brook, New York: The Museums at Stoney Brook, 1980.

7) *The Last Great Necessity: Cemeteries in American History*. Sloane. Baltimore and London: John Hopkins University Press, 1991.

8) *Cities of the Dead: Journey through St. Louis Cemetery #1*. Florence

9) *Ethnicity and the American Cemetery*. Meyer

10) *Sticks and Stones: Three Centuries of North Carolina Gravemarkers*. Little.

11) *Soul in the Stone: Cemetery Art from America's Heartland*. Brown.

STATE AND REGIONAL RESOURCES

1) Arkansas Historic Preservation Program: Beyond the data found in National Register of Historic Places nominations, the AHPP has materials and services that can help provide a view of the types and characteristics of Arkansas cemeteries.

a) Save Outdoor Sculpture: The state completed a survey of outstanding figurative outdoor sculpture in the early 1990s. Many of the pieces that were recorded in Arkansas were found in cemeteries.

b) "Grave Knowledge": A slide show that discusses the types of cemeteries and examines various site features found within the state.

c) Cemetery Education Unit: This unit was written for schools to demonstrate how to use cemeteries to teach various subjects and concepts that are mandated by state educational goals.

d) Workshops: The agency offers workshops that concentrate on cemetery related topics. Look at the web page calendar of events or call the office at (501)324-9880.

e) Walking tours: The AHPP offers a series of walking tours that focus on a variety of historic sites. Some of these tours are directed at cemeteries around the state.

2) Books on regional beliefs and costumes surrounding death and burial practices. Look for books by the following authors:

William McNeil
Vance Randolph
Richard and Judy Dockery Young.

3) County historical societies often have information about local sites. Some counties have groups that are devoted to the study and preservation of area graveyards. Check with the county historical society to see if your area has a group that focuses on cemeteries.

4) Arkansas Archeological Survey: This state agency studies prehistoric burial sites and historic burial grounds. Contact one of the state stations to see if an archeologist has investigated your site or area. Call the Arkansas Archaeological Survey to learn of the station closest to you.

5) Arkansas Genealogical Society, PO Box 908, Hot Springs, AR, 71902-0908, call after 5:00pm at (501) 262-4513. This group publishes the Arkansas Family Historian.

ORGANIZATIONS

1) Association for Gravestone Studies: this group offers resources, a newsletter, workshops and other cemetery related items. A good source for books on cemeteries. You may contact them by writing: AGS, 278 Main Street, Suite 207, Greenfield, MA, 01301 or visiting www.GravestoneStudies.org

2) The National Trust for Historic Preservation published a pamphlet titled Preservation of Historic Burial Grounds (Information Series No. 76, 1993) that might be of interest. Call their national headquarters at 202-588-6000 or write NTHP at 1785 Massachusetts Ave., N. W., Washington, D.C., 20036 or visit www.NationalTrust.org

3) The National Register of Historic Places published Bulletin 41, Guidelines for Evaluating and Registering Cemeteries and Burial Places. The bulletin lists a number of resources, as well as related bulletins on the subject of burial grounds. This agency keeps a list of every cemetery listed on the National Register of Historic Places. Visit www.cr.nps.gov/nr/ or write:
National Register of Historic Places, National Park Service, U.S. Department of the Interior,
1201 Eye St., NW
8th Floor (MS 2280)
Washington, DC 20005
Main telephone: 202-354-2213

WEB SITES

1) Arkansas Historical Association: www.uark.edu/depts/histinfo/history/

2) Arkansas Archaeological Survey: http://uark.edu/campus~resources/archinfo

3) Arkansas Democrat Gazette: www.ardemgaz.com

4) Arkansas Educational Television Network: www.aetn.org

5) Arkansas State Government: www.state.ar.us

6) Civil War Roundtable of Arkansas: www.civilwarbuff.org

7) Department of Arkansas Heritage: www.arkansasheritage.com

8) The History Net: www.thehistorynet.com

9) Persistence of the Spirit: The African-American Experience in Arkansas: www.aristotle.net/persistence

10) University of Arkansas Library System: www.uark.edu/libinfo

11) Association for Gravestone Studies: www.GravestoneStudies.org

12) City of the Silent: http://gazissax.best.vwh.net/city.html

13) Tomb with a View: http://members.aol.com/TombView/twav.html

14) Consumer Information Center: www.pueblo.gsa.gov

15) Genealogy sites on the Internet: www.familytreeresearch.com

16) National Archives and Records: www.nara.gov Select *Genealogy* under the "How Do I" Menu

17) National Genealogical Society: www.ngsgenealogy.org

18) Roots-L Home page: www.rootsweb.com

19) USGENWEB Project: www.usgenweb.com

20) An online dictionary to help explain terms found in old documents: www.everton.com/start

21) Can help find some ancestors' possessions: www.pastconnect.com

IDG Books' Genealogy Online for Dummies will help in your web research endeavors.

WRITING TIPS

Once you have collected data from the cemetery or cemeteries, analyzed general information related to your selected topic and located primary sources to help expand the story your site has to offer it will be time to organize your thoughts and prepare interpretation to share with a defined audience.

Remember the end product, whether it be a burial index or a presentation to a local historical group, will determine the type of information you will need to collect for an examination in writing. If your aim is to seek listing on the National Register of Historic Places, you will need to develop a description of your site and prepare a history of the place with special note as to its significance. For more information on application steps for the National Register, please read the section found in the appendix. If you are creating the text to accompany a brochure, map or other small document, request examples from other cemeteries. By comparing various pamphlets, you will be able to determine the qualities that should be emulated in your material and what should be avoided. The main goal for all written materials is that they are based on facts found during your research and are clear, concise and entertaining.

Once you have prepared a rough draft, share the materials with a group from your cemetery organization. Allow the reviewers a reasonable amount of time to read, provide written comments and return. This review process is especially important if you will be using outside funding to cover printing costs.

Although you may want the second revision to be the last, it may take three or more attempts to create a product that satisfies the majority of cemetery association members or other reviewers.

It is extremely important to write the truth, based on the materials found during research. Do not perpetuate a myth about your site, unless it is clearly labeled that it is a myth and could not be collaborated through other resources.

STORAGE OF SURVEY AND INTERPRETATION MATERIALS

Once you have collected and analyzed data, devise a storage system. The photographs, survey forms, maps and assorted materials should be archivally stored and cataloged. A security and loan system must be developed. Realize that these are one-of-a-kind documents and not like books loaned to the public. Whenever anyone wants to use the materials, they should do so on site and with supervision. This will be important for the preservation and future use of your materials.

People from near and far may want to utilize your data and collections. To ensure the long-term preservation of the materials and to allow for access by the public at large, you should set up a data base and web site. A local library may be interested in holding your collection, but make sure that your collection will not become a part of the circulating library.

Develop a good system to catalogue your materials. “Any library is only as good as its system of cataloguing. Once information is put into file folders and archival boxes, it is lost forever unless you have an efficient system of retrieval. Your bibliographical lists will provide the first step towards historical cataloguing. Your indices of material will be the second step. From then on, you will need to develop an efficient system of cataloguing and filing.” (Laurence Pizer)

There are a number of organizations that can help train individuals in proper methods of cataloguing, storage and establishing a library for your collection. Call your local library; the Arkansas History Commission, One Capitol Mall, Little Rock, AR 72201, (501) 682-6900; the Historical Resources and State Museum Services, Arkansas State Parks, One Capitol Mall, Little Rock, AR (501) 682-3603; or the Arkansas Humanities Council 10816 Executive Center Drive, Suite 310, Little Rock, 72211, (501) 221-0091 for suggestions.

(A Primer for Local Historical Societies, Laurence Pizer, (Nashville, TN: American Association for State and Local History.)

FILE INFORMATION WITH APPROPRIATE ORGANIZATIONS

Filing some or all of the survey and research efforts with various groups will provide some protection. Call each to learn what types of materials might be of interest to the various collections of data maintained by each of the following organizations:

Arkansas Historic Preservation Program, 323 Center Street, 1500 Tower Building, Little Rock, AR 72201.

Arkansas Archeological Survey, P.O. Box 1249, Fayetteville, AR 72702.

Arkansas History Commission, One Capitol Mall, Little Rock, AR 72201.

Local County courthouse

The Arkansas Geological Commission, 3815 W. Roosevelt, Little Rock, AR 72204.

State Health Department, Engineering Division, 4815 W. Markham, Little Rock, AR 72205

CHAPTER FOUR:

CLEANING BASICS

CLEANING BASICS

Time takes a toll on all of us, including the markers used to memorialize our existence on this earth. Once cut and carved, the beginning of the end is set into motion. We can clean off years of dirt and grime, but the markers will never look new. Nor should they, for that is part of the charm of historic cemeteries and the stones are our views of the past.

Four types of cleaning /preservation work are associated with cemeteries:

- Initial Clean-Up
- Cleaning Markers and other Site Features
- Conservation Projects
- Maintenance

Trained volunteers may conduct three of these operations. By involving local community members in the three phases, you will gain support for future projects, and possibly funding. The only activity that should be performed by a professional, and never by a volunteer, is the repair of broken, chipped and crumbled markers.

The most expensive long-term funding item associated with cemetery preservation will be a regular maintenance program. Conservator's services are a one-time expense aimed at a specific marker or group of markers. The initial cleaning, regular maintenance, and periodic washing of markers, can be performed using inexpensive supplies. For more information about raising money to hire a conservator or to fund a maintenance program, see chapter five.

BASIC RULES

There are basic rules to keep in mind when you begin the task of cleaning markers. The first and most important concept is to check the stability of the stone. **If the stone is unstable, leave it alone until a conservator can assess the best plan of action**. You may cause irreparable damage in your zeal to clean. Stones that are tilted, cracked, broken, fractured, flaking or delaminating are not suitable for volunteer-led efforts. Tracy C. Walther, an architectural conservator, recommends one other test that should be undertaken to ensure that you have a stone that may be cleaned by volunteers. She states " Carefully sound (gently tap the surface with a finger) the stone to determine if there might be any underlying hollow areas. If hollow areas are detected, do not continue with cleaning or handling."

Do nothing that cannot be undone. The field of gravemarker preservation is relatively new and many formerly recommended treatments have since been found to increase the rate of deterioration. Attaching a broken stone with metal bolts and braces, encasing the stone in a concrete collar, setting stones in concrete and using epoxies and water sealant have been found to hasten the decline of the markers. What is considered today as the most appropriate methods for cleaning and repair may in fact be found in the future as unacceptable.

Use appropriate materials and techniques. Do not use any materials or actions that may be abrasive to the stones. Never use wire brushes, metal instruments or abrasive pads to clean stones. Remember that marble is a soft stone that will scar easily. Household cleaners that contain abrasive grit should be avoided. In fact most household cleaners are not suitable for

cleaning stones. **Never** use any of the following household cleaners: soap (Ivory), detergents (liquid or powder), Borax, Clorox, TSP, Calgon, Fantastik, Formula 409, Spic and Span or any other abrasive cleaner. Many contain acids and chemicals that hasten the rate of deterioration. A more complete listing of proper and improper cleaning materials is found below.

Many of the old stones are soft, so **don't try to scrub them clean**. In fact, every time you clean, you wear down the face of the stone. You will need to check the water pressure when using a hose. It could act like a sand blaster, ripping apart bits of stone. Due to the abrasive action of cleaning, stones should not receive attention more often than once every 18 months. You can use water during the 18-month period to remove bird droppings and pollen.

Some stones cannot be repaired. If the stone belongs to an important figure or if it is of exceptional design, you may want to bring the stone indoors. Do this only after the entire cemetery has been surveyed, you have documented the marker in question, and you have developed a plan for storage and repair. Remember to review relevant state codes and laws. Other issues such as how and where the stone will be stored, where records will be kept and how the stone will be transported should be specified in an approved policy. Seek advice from a conservator knowledgeable about stones before removing a marker from its original location.

INITIAL CLEAN-UP PROCEDURES

Once the general survey is complete, an initial cleanup may be performed. This cleanup will consist of activities such as removing dead limbs, picking up trash, cutting back grass and brush. If the site has been neglected for a long period, you will need to carefully remove growth by hand or with clippers. You should not use herbicides, pesticides or fertilizers on or near the stones. The rock may absorb the substance and suffer adverse reactions.

Try to have someone present who can identify heirloom vegetation. Often planted as a memorial to the deceased, heirloom species may look like common varieties. Some of our historic plants are found only in the confines of the cemetery gates. See chapter two for a list of plants typically found in historic cemeteries.

Do not remove any pieces of stone. Care should be given to leave all markers, footstones, and fragments as they lie. If you fear that fragments may get lost during clean up, professionals recommend that volunteers and novices first document the number and size of the pieces.

If you have a fragmented stone, there are two options available to you. The first is to simply place the bits and pieces near the parent stone. The second method is to bury the fragments in a hole ten to fifteen inches deep near the parent stone. The hole should be filled with two inches of clean sand, the stone should be laid flat facing upward, more sand should be placed on top of the stones. Fill the rest of the hole with soil and cover with sod. Be sure to document were you buried the fragments. When money is raised to hire a professional conservator, the location will be important.

You should not burn trash or brush near the cemetery. If the burn got out of control, fire and smoke could damage the historic burial ground. Arkansas law prohibits burning refuse at or near a cemetery. Seek a volunteer willing to cart off the debris to an appropriate location.

You should not have to repeat an initial clean up in the future if a regular maintenance program is put into place.

PRESERVATION PROBLEMS ASSOCIATED WITH HISTORIC CEMETERIES

Each marker is a unique object with its own set of issues and problems. Not all markers will need the same type of care. One of the first things that should be done is to determine the types of problems that are associated with each stone. Some will suffer from dirt and grime built up from years of exposure to the elements, others will be covered with moss and lichen. Other types of soiling include stains from metallic materials or oils, sooty soiling, or efflorescence, which is the leaching of salts. The following information on cleaning will assist with these major problems associated with stone markers.

The removal of dirt and lichen should be addressed with non-invasive solutions. Removing dirt, oil, grease and biological growth will prolong the life of a stone. These substances trap moisture, preventing its escape. If moisture is held in the stone for long periods, decay sets in. Trapped moisture can begin to crack the stone during repeated freeze and thaw cycles. Be aware that not all cleaning procedures work for all stones. Different stones have different characteristics. Remember that marble and sandstone are softer and more porous than granite or slate.

Lichen produces acids that promote decay in a stone. The biological growth will disfigure and degrade the stone surface. Once the growth is removed, a scar may remain. The scarring is caused by the waste product of the lichen, which contains acid. The acid interacts with the stone's own chemistry to erode or bleach out the stone. You also need to consider if the removal of the lichen will weaken the stone.

Other problems affiliated with stone gravemarkers, such as broken bases, stabilization of wobbly tablets in their bases and resetting markers, are beyond the scope of this manual, but will be addressed during workshops held around the state.

There are many other materials found in our historic cemeteries. Cast iron fencing is a key site feature found in Victorian cemeteries. In many Catholic graveyards, iron is used to create elaborate cross-shaped markers. Mausoleums are buildings made of brick, stone, and stucco, with some featuring stained glass windows. Cut stone, native rock, brick, concrete and other materials are used to build enclosures such as walls, embankments and coping to delineate family plots. Some markers are made of things other than stone such as clay, wood, concrete and metal.

Each material and object presents different preservation problems. Due to the variety of issues each material presents, it is best to contact the AHPP for individual technical pamphlets or visit the "Preservation Briefs" section on the Historic Preservation Services web site at http://www2.cr.nps.gov/tps/briefs/presbhom.htm. Following is a list of some of the Preservation Briefs that might be helpful in restoring your historic cemetery:

- The Cleaning and Waterproof Coating of Masonry Buildings
- Repointing Mortar Joints in Historic Brick Buildings
- Roofing for Historic Buildings
- Dangers of Abrasive Cleaning to Historic Buildings
- Preservation of Historic Concrete
- The Preservation and Repair of Historic Stucco
- The Maintenance and Repair of Architectural Cast Iron

- The Preservation and Repair of Historic Stained and Leaded Glass
- Protecting Cultural Landscapes
- Removing Graffiti from Historic Masonry

PROCESS FOR CLEANING STONE MARKERS

A few basic procedures should be followed when preparing to clean tombstones. Major tasks include identifying the markers to be cleaned, training a crew of workers and recording the steps taken to clean the markers.

1) **Create a plan of action for cleaning and a prioritized list of markers needing the most attention-** Developing a plan of action for cleaning efforts at a small site will be much simpler than at one consisting of several acres. Develop a list setting priorities for the markers in need of attention. Remember that fixing broken and tilted markers should probably be the first on your list, and cleaning should take place after the conservator reattaches or resets the stone. Your list for cleaning should outline markers found to be stable, yet dirty. The plan should include the problem from which the stone suffers--bird droppings, algae, lichen, etc.--and the approach to be taken for each stone that needs treatment. This plan could easily be developed from your recent extensive survey data.

2) **Train your work force**. Proper cleaning and lichen removal are two activities that can be done by a group of trained volunteers. Provide guidance to the individuals who will perform the work at your cemetery. Although we all know how to clean a house, not many have had experience cleaning tombstones. You may train while you clean. As long as there is a person at the site with experience and the scope of the cleaning activity is limited in number and location of prospective targets, a train-as-you-go approach is feasible. Cleaning the markers in teams will be the best method to ensure safety of the marker and the workers.

This is a great activity--once you have provided rules, guidance and a demonstration--for the younger set. Church groups, scout troops and school groups looking for a community service project are only a few possible workers for cleaning. Washing markers is an excellent activity for a family outing, or as a hands-on activity for community leaders, business people and other interested people. The project makes a good public relations tool and may be of interest to the local media.

Once you have a trained crew and have determined which markers will receive initial attention, it is time to begin your cleaning effort. Do not try to clean every marker in a day of whirlwind activity. It took time to get dirty and it will take time to clean properly.

3) **Complete the condition assessment survey**. Assign each team a marker or markers that will be the focus of their cleaning efforts. Once the stones have been assigned to the team, the first step is to complete a condition and treatment survey. To accompany the form, you will need photographs of the stone before and after the work has been completed. It is extremely important to write down how the marker was cleaned. The written record will serve as an assessment tool for determining the type of cleaning activity that is most beneficial for your site.

Some solutions will interact with one another. By knowing what cleaning agents have been used on the stone in the past, use of materials that react to each other may be prevented with

a quick glance at previous condition surveys. A condition and assessment form can be found in the appendix for your use.

4) **Time to clean:** The following suggestions for cleaners and tools are suggested by an individual that has made cemetery preservation a career. Lynette Strangstad wrote the most respected text for the field, "*A Graveyard Preservation Primer*." Any group that plans to develop and sustain a community preservation effort should obtain a copy. The book provides in-depth information on a variety of subjects related to cemetery preservation. A few of the other individuals and groups who provided information were the Association for Gravestone Studies, "*The Care of Old Cemeteries and Gravestones*," by Lance Mayer; Minxie and Jim Fannin, preservation consultants; Tracy Walther, architectural conservator; Liz and Wendel Norton of Historic Restorations; and the National Trust for Historic Preservation's pamphlet no. 76, "*Preservation of Historic Burial Grounds*."

RULES TO REMEMBER WHEN WASHING STONES

*Always begin with the least aggressive method (water only) recommended for cleaning. If water alone is not sufficient, proceed with adding the suggested cleaning agent in the order provided below.

* Make sure that the solution and process is correct for the type of stone.

*Do a test patch. This means to perform the entire cleaning process in that small patch. Be sure to test an inconspicuous area.

*Keep your stone really wet during the entire cleaning process. Pre-wet the stone before you add any cleaning agent. By pre-wetting, you will help soften dirt. This step will also prevent excessive penetration of cleaning solutions and soiling into the stone.

*Always rinse with clean water. If the stone is not rinsed well, the marker may take on a blotchy appearance.

*If the stone is upright, clean from the bottom up. This will help to avoid streaking. While you are cleaning, remember to periodically rinse off the monument.

*Be thorough. Wash and rinse completely. Any solution that remains may begin to discolor the stone. The use of pH strips are recommended to ensure that the stones have been properly rinsed.

*Always record your work on the conservation activity form.

*Be gentle with soft, old stones.

TOOLS

*Water Source: A hose is helpful since a lot of water is needed during the cleaning process. Care should be taken because high water pressure can damage the stone. Large, clean trash receptacles can be filled and transported to the site if a water source is unavailable.

*Use plastic pails, which are less damaging than metal buckets.

*Goggles are important for your safety, especially when using the solution that contains ammonia.

*Use rubber gloves

*Bring spray bottles

*Bring brushes in a variety of sizes and stiffnesses. The brushes should have natural or nylon bristles and natural handles. Do not use wire or extremely stiff bristle brushes. The use of brushes with colored plastic handles is strongly discouraged. You may inadvertently rub the stone and leave a streak of color behind. Having a variety of sizes will be to your advantage, such as wallpaper brushes, paint brushes and hair brushes.

*Use toothbrushes with care, since most have colored handles.

*Bring smooth wooden sticks, such as popsicle sticks or tongue depressors. Craft stores sell large boxes as craft sticks.

*Bring Q-Tips

*Bring toothpicks

*Bring sponges

*Bring measuring devices

CLEANING SOLUTIONS

THESE ITEMS SHOULD NEVER BE USED TO CLEAN MARKERS.

1. Soaps and commercial household detergents. These solutions are rendered insoluble by calcium ions present in the stone and hard water. They may also produce free alkali and fatty acid salts.

2. Phosphoric acidic cleaning materials such as “Lime Away” or “Naval Jelly,” hydrochloric or muriatic acid and oxalic acid are not recommended for general cleaning of markers. The use of these solutions may stain and leave soluble salts.

3. Sodium hydroxide (Borax) and sodium hypochlorite (Clorox, liquid chlorine) is not recommended for cleaning stone. The stone will begin to disintegrate. Clorox will turn marble yellow.

4. Trisodium phosphate ("TSP," "Calgon,") is not recommended for cleaning monuments. It can cause the formation and deposition of soluble salts. "Calgon" contains trisodium phosphate and a number of additives that may be detrimental to stones.

5. Avoid products containing sodium chloride, sodium sulfate, sodium bicarbonate and ammonium carbonate, due to their ability to form and deposit soluble salts in monuments.

   (*Information cited by Tracy Walther, Architectural Conservator and verified through a number of other sources.)*

CLEANING METHODS

The following solutions are listed in order of increasing strength. The use of water should always be the first step. Use only the formulas recommended for the type of stone you will be cleaning.

MARBLE AND LIMESTONE

1. Water only.

2. Water and a non-ionic detergent. You should use ph strips to ensure that all of the soap has been rinsed from the stone.

*Photo-Flo, a non-ionic detergent is available from photography supply stores. Mix one ounce of Photo-Flo with five gallons of clean water.

*Orvus is a non-ionic detergent available from feed stores in either liquid or cream form. Mix one heaping tablespoon full of Orvus with one gallon of clean water. To mix a larger batch of this solution use one ounce of detergent to five gallons of water.

*Vulpex is a non-ionic detergent available from conservator supply centers. Follow instructions found on the product.

*Other non-ionic detergents are available from conservation, janitorial and photographic suppliers. The formula for use of any of the non-ionic detergents is one ounce of non-ionic detergent to five gallons of water. A non-ionic detergent is an electrically neutral cleaning agent that does not contain or contribute to the formation of soluble salts. It provides better wetting of the masonry surface and facilitates the removal of general soiling.

3. Water, Orvus and ammonia. Never use this solution on or near bronze or metal and have running water and ph strips handy when using this formula. If the ammonia has fragrance or

color added, do not use liquid to clean markers. Use on light-colored marble. The paper strips used for ph testing will allow you to verify that all of the cleaning agent has been removed.

Mix one gallon of water, one tablespoon of Orvus detergent and one tablespoon of ammonia. **This formula should be used as a last resort and infrequent in its application.**

4. For marble only. Mix one cup of ammonia to one gallon of water. If the ammonia has fragrance or color added, do not use liquid to clean markers. Remember to never use this around bronze elements. **This formula should be used as a last resort and infrequent in its application.**

SANDSTONE AND SLATE

1. Water only.

2. Water and non-ionic detergent. See the instructions under marble for suggestions of non-ionic cleaning solutions. Do not use ammonia on this material.

SOAPSTONE

1. Water only.

LICHEN REMOVAL

1. Wet the biological growth and try removal by using your fingers.

2. Wet biological growth and gently scrap with a wooden craft stick. Repeat this process.

3. Mix one cup of ammonia to one gallon of water to help remove biological growth from light colored stones.

4. To remove black algae, use quatemary ammonium (algacides or biocides for swimming pools). "Quatemary ammoniums have a slightly different chemical structure than ammonium hydroxide. This solution is available from swimming pool suppliers and list ingredients such as alkylbenzyl trimethyl ammonium, benzyl alkyl dimethyl ammonium chlorides, or benzyl aklyl dimethyl ammonium bromides," according to the conservator Tracy Walther.

5. If lichen remains on the stone, make a poultice to loosen the growth. Make the poultice out of the following materials: Kaolin/porcelain clay (dry) mixed with a 50/50 solution of lab grade glycerine and clean water. Knead until a putty forms. Place a small wad of putty on the lichen. Cover the area with plastic wrap. Cover the stone with plastic and secure with tape and twine. The time limit will depend on the temperature. Once the clay begins to dry out, (not bone dry, but damp) take off the plastic, pull off the majority of the putty and use wooden scrapers to remove remaining clay. Rinse with clean water.

One company has produced a gravestone cleaning kit that contains many of the recommended conservation solutions. More information may be obtained from the AHPP or Historic Restorations, HC 75, #174, Marshall, AR 72650, or by calling 1-800-448-5725.

A WORD ON THE USE OF SEALANTS

Once you have cleaned the stones, do not use any type of sealant. The marker is in direct contact with the ground and will soak up whatever is around it. If the stone is sealed or waterproofed, it will inhibit its ability to naturally evaporate this moisture from the inside of the stone, which will cause more damage in the long run.

MAINTENANCE PROCEDURES

As stated by the National Trust for Historic Preservation, "day-to-day, periodic, and long-term maintenance are essential components of a long-term plan to ensure the continued preservation of any burial ground." The establishment of a continuous maintenance program is the most effective preservation activity that can be performed by volunteers. A well-kept cemetery will discourage unwanted behavior within your site. A plan that includes training and funding of a permanent work force will help protect your site. If the site is cared for by a local governmental entity, ask for the opportunity to share non-invasive methods for ground care.

Following are a number of ideas to keep in mind during a regular maintenance session.

MARKERS

You should periodically inspect the markers for damage by nature or man. If the stones have suffered from some type of vandalism, you should contact local law enforcement officials and fill out a report. Remember to consider the historic value as well as monetary cost for repair by a conservator in determining damage estimates.

As outlined in this chapter, occasional cleaning of grit, grime, and biological growth using sound materials and methods will help lengthen the life of your stones.

GRASS

Historic cemeteries are easily recognizable due to the uneven placement of the markers. Modern cemeteries, such as memorial gardens, were designed to accommodate lawnmowers. You should never move stones to make straight rows for easier mowing. If stones are moved, they will no longer mark the final resting place of the deceased.

Lawnmowers can be very damaging to older stones. To avoid unwanted problems, equip the mower with a rubber guard (bumper) and blade guard. You can use an inner tube or cut a tire in half to wrap around the mower. Do not mow immediately next to the stones. Instead, there are a number of things that can be done to control the growth of weeds nearest the marker.

The best solution is to cut the grass closest to tombstone with hand clippers. If your burial ground is large, you can use a power trimmer with a nylon cord, but use caution around soft stones. The trimmer will damage the stones.

To avoid having to mow in difficult areas, plant small, close-lying clovers or ground covers around stones. Before you introduce a ground cover, be sure the selected area is void of historic plants. If you place a ground cover over a historic plant, you will most likely lose the older plant. In selecting a ground cover, look at your site to see if any historic ground covers may be present. If so, try to use the same type of low-growing plant near the stone. If you cannot find any evidence of ground covers in your site, you may use one of the following, but be sure to document their late introduction to the cemetery: creeping phlox, creeping sedum, vinca (sometimes known as graveyard vine) and lily-of-the-valley. The best process to initiate this type of growth and to inhibit weeds and grass is to first place a woven material weed block (made from material--not plastic--and available at gardening centers) over the focus area, cover with compost, and add the low-growing ground covers. **BUT REMEMBER TO CHECK FOR OLD HISTORIC PLANTS BEFORE GROUNDCOVERS ARE INTRODUCED!** With periodic watering, the ground covers should take root.

Do not use herbicides or fertilizers around stones. The stones may soak up the chemicals and change the color and condition of your marker, or you may kill historic plants that have survived at the base of the marker. As stated by the National Trust for Historic Preservation, "If necessary, they may be used judiciously around selected shrubs, trees and perennials. Lawns should be fertilized only under extreme circumstances, never routinely--"Herbicides should never be considered routine maintenance and their use should be restricted to removal of such noxious plants as poison ivy and poison oak."

Many Arkansas cemeteries suffer from various insect problems such as ticks and fire ants. Use of insecticides is not recommended unless the infestation is extreme and people might be affected during a visit. Use caution when using herbicides, fertilizers or insecticides.

PROTECTION OF HISTORIC VEGETATION

The following information was written by Scott Kunst for the National Trust Preservation Brief 76.

"Most important is an informed attitude. When plants are regarded as historic artifacts and endangered species, half the battle is won…Modern maintenance is perhaps the greatest danger to relic plants. Attempting to meet suburban lawn standards while cutting costs, many cemeteries mow and weedwhip brutally, destroying historic plants. Weed-killers eradicate those that have escaped into lawns and are especially destructive at the base of markers."

Unfortunately, graveyard preservation poses other dangers. Clean-ups often sweep far too clean, and marker conservation work may damage plants. Rather than removing shrubs to protect markers, prune judiciously or dig and move them a few feet. As a last resort, take cuttings to replant. Changes in the micro-climates in old burial grounds can cause problems also. Trees and shrubs mature, for example, shading once sunny spots. Though some changes can be moderated, at times it may be necessary to relocate a plant.

It may also make sense to re-establish plants that survive only as "escapes," or to increase the numbers of a threatened plant. In any rescue, keep in mind that no matter how endangered a plant may seem, it has long survived as is. Intervention often leads to extinction. Moving or increasing a plant also changes the historical record, so use discretion and document.

Collecting seeds is the least damaging way to propagate. To reproduce a plant exactly, take cuttings or dig a tiny piece, leaving most in place. Never jeopardize the continued life of the original plant.

Avoid introducing new plants into old burial grounds, since it alters the historical record, and the new may grow to overwhelm the old."

Plants were not the only types of vegetation used to commemorate the dead. Many trees, bushes and vines were planted memorials to the deceased. Following are some things to consider when determining the best plan of action for the vegetation present in a historic cemetery. Only remove trees that have demonstrated a threat to the stones. Roots push over and break tombstones. If the tree is extremely rare or an intrinsic part of the setting, you may move the marker, but be sure to record the movement and reasons for doing such. Scrub trees and shrubs that are not historic memorials should be either removed or pruned to prevent damage to markers, retaining walls and other site features. Always remove dead tree limbs. If the limbs fall, you may have a lot of broken stones. Although ivy and other vines are quite charming, you should always remove vines on stones. Vines will damage the surface of the marker.

Remember that the landscape is constantly evolving, but to honor the past, we should try to maintain the integrity of the site by using appropriate plants, trees and bushes, as well as provide for their survival.

IRON WORK MAINTENANCE

The following passage is from the National Trust Preservations Brief 76. For more information on this topic call the AHPP or visit the National Park Service web site (http://www2.cr.nps.gov/ tps/briefs/preshom.htm) to receive a copy of Preservation Brief 27- "The Maintenance and Repair of Architectural Cast Iron."

"To maintain existing ironwork, sound areas of the metal need to be cleaned and primed. Once iron surfaces are free of oils and grease, salts, dirt, and loose rust deposits, and the surface is allowed to dry, a rust inhibitor may be applied directly to rusted surfaces without sandblasting or extensive sanding. Elimination or reduction of the sanding step is cost-effective, since time is saved. It is also sound as a preservation policy, since as much as possible of the deteriorating iron is retained and re-adhered to the sound surface. The question of whether or not to paint the ironwork, and what color, can be answered through careful research to determine what colors structures may have been painted at the time of their construction. The state historic preservation officer (AHPP) can refer you to a professional who can assist with paint analysis.

When existing ironwork structures, such as fences, are not complete, a preferred preservation solution is to repair and maintain the remaining work rather than add historically incorrect substitutes."

ROAD AND PATH MAINTENANCE

The following passage is from the National Trust Preservation Brief 76.

"Roads and paths, particularly in 19th-century cemeteries, are often a key feature in articulation of the cemetery's landscape design, and their preservation and maintenance are essential. Such preservation includes maintaining existing widths and contours, small triangles or small circles often found at intersections, and the original paving surfaces. Brick gutters should be maintained rather than ignored or eliminated. Introduction of asphalt for the convenience of modern vehicles seriously alters the site and erodes its integrity. To preserve certain existing roadways, traffic can sometimes be limited to pedestrians only. Replacement of original crushed stones or early brick with new brick pavers or other paving materials likewise compromises the site. If brick was the original material, roads or paths should be resurfaced with as much of the original brick as possible and reproduction brick that matches the original color, size, texture, and strength intermixed as necessary. When a custom-made brick is required, restoration brick firms generally have little difficulty in producing good replica brick. Brick and gravel paths and roadways need regular maintenance. Especially important are monitoring and repair or correction of erosion problems."

GRAVE DEPRESSIONS

Sometimes the only reminder of the final restingplace is a grave depression. These depressions should be retained, but if the need to fill the holes is necessary to protect visitors, you should complete research and create documentation of the individual site feature before you alter the terrain. For sink holes or holes left from the removal of a tree, you should fill the holes for the safety of the visitors.

SECURITY

*Provide good lighting.

*Post signs with rules and contact names. These signs will alert the public that the grounds are cared for on a regular basis.

*Encourage local law enforcement officials and surrounding neighbors to watch over the grounds.

*Provide trash receptacles and benches.

*Stage a variety of educational activities in the cemetery to encourage the public to visit.

*If your site is clean, there will be fewer chances for acts of vandalism to occur.

WHEN TO CALL IN A PROFESSIONAL

You are now the proud caretaker of a site that is well maintained and documented, but littered with stones in desperate need of attention. The fact that you should not attempt to repair broken stones, crypts and other site features may cause you to feel as if you will always have markers that are tilted, chipped or broken in half. With funding and determination, a professional can correctly repair most stones.

Up to this point you have been performing activities associated with preservation. As stated by the National Trust in "Preservation of Historic Burial Grounds," there are four processes associated with historic cemeteries.

> "Preservation refers to activities that help perpetuate and care for historic burial sites, including planning, maintenance, documentation and education." The general public can accomplish these tasks with great benefit to their local historic cemetery. Other jobs that can be completed by the lay person, after a bit of training, would include resetting markers that are tilted, creating new bases and stabilizing a marker in its base.
>
> Conservation refers to mechanical and chemical processes used to treat damaged markers. Under most circumstances, an individual trained in the field should perform activities associated with conservation. These professionals know the best materials and methods to use for long-term preservation of your site. This includes but is not limited to repairing chips, cracks, broken stones and repining toppled monuments. The lay person may feel that they can repair these problems with epoxy and cement, but they will be placing the stone in more danger with these quick-fix solutions.
>
> Restoration may occasionally apply to burial grounds, although it implies significant intervention, which should be avoided whenever possible. When a mausoleum, for example, has deteriorated to the point where a partial rebuilding is required, restoration is appropriate. True restoration includes documentation and research to determine the original appearance of the artifact, its structure and the treatment required." Remember that these are your grandparent's and great-grandparent's markers. They should not be restored to their original appearance--instead they should be cleaned with non-invasive methods, repaired with proper conservation techniques and materials, and maintained.
>
> Stabilization refers to treatments executed to retain the greatest cultural and structural integrity of the artifact and the site overall, with a minimum of intervention into the historic fabric. In some cases it may approach restoration, although it generally does not include replacement of nonstructural detailing. Most marker repair may be classified as either conservation or stabilization."

Some people in the monument business will state that they can repair your broken monuments. Many are skilled only in new materials and methods and are not familiar with conservation techniques. It is best to hire the correct person for the job, and in this case it would be a conservator. Due to the highly technical nature of the work, there are few conservators.

Conservators apply critical thinking and technical knowledge to preserve objects such as sculpture, rare books, and historic buildings. Because each material--wood, paper, stone, paint--possesses different characteristics, conservators tend to specialize their attentions. With gravestone preservation being a relatively new field, it may be a bit overwhelming to locate a conservator. They are out there and with a few calls you can create a list of conservators with experience in gravemarker preservation. Groups that might be able to assist with the creation of your list are:

AIC/FAIC- Foundation of the American Institute for Conservation
1717 K Street, NW, Suite 200
Washington, DC 20006
(202) 452-9545, FAX (202) 452-9328
www.aic.stanford.edu

AGS- Association of Gravestone Studies
278 Main Street, Suite 207
Greenfield, MA 01301
(413) 772-0836
www.GravestoneStudies.org

AHPP- Arkansas Historic Preservation Program
1500 Tower building, 323 Center Street
Little Rock, AR 72201
(501) 324-9880
www.ArkansasPreservation.org

SOS- Save Outdoor Sculpture
Heritage Preservation
1012 14th Street, NW, Suite 1200
Washington, DC 20005
202-233-0800
www.HeritagePreservation.org/PROGRAMS/SOS

Information that would be helpful in assisting each of the above groups with recommendations would be: the location, type and size of your site, the materials that need attention and the number of objects that are in need of a conservator's skills. This data will be easy to identify after completing the surveys for your cemetery, but you may work with a conservator before you complete the survey phase.

Once the list is created, contact any or all of the potential candidates. There are no regulations mandated by law, so carefully screen each candidate by asking questions and contacting previous clients. The American Institute for Conservation recommends that you question potential conservators regarding training, length of professional experience, scope of practice (whether conservation is primary activity), experience in working with the kind of object for which you seek help, involvement in conservation organizations, availability and request references from previous clients.

The AIC, American Institute for Conservation, states that "Conservation treatments are frequently time consuming and expensive. Be wary of those who propose to perform a quick and inexpensive restoration job, are reluctant to discuss in detail the materials and methods to be used or will not permit you to see work in progress. If you have a large collection requiring treatment, you may wish to have one object treated initially before entering into a major contract. The added time or expense of finding the right professional will be small compared to the loss or future costs that could result from inadequate conservation treatment. It is also important to note that conservators do not always agree. Ask about risks involved with certain treatment options. Speak to a number of conservators if you are unable to make a comfortable decision."

Once you have selected a conservator, you should expect to receive the following:

- Before work is started: a preliminary examination report and an estimate of costs. You should ask if there are extra charges.
- During the work phase: a progress report and immediate notification of changes from the preliminary report.
- At the conclusion of the project: a final report that states what was accomplished, how to maintain treated pieces, before-and-after photographs, etc.

For more information on conservation, you may contact one of the following groups:

The American Institute for Conservation of Historic and Artistic Works
1717 K Street NW, Suite 200
Washington, DC 20006
202-452-9545
202-452-9328 (fax)
www.aic.stanford.edu

Heritage Preservation
1012 14th Street, NW, Suite 1200
Washington, DC 20005
202-233-0800
www.HeritagePreservation.org

National Center for Preservation Technology and Training
645 College Avenue
Natchitoches, LA 71457
Telephone: 318/356-7444 Facsimile: 318/356-9119
www.ncptt.nps.gov

Getty Conservation Institute
The Getty Conservation Institute
1200 Getty Center Drive, Suite 700
Los Angeles, CA 90049-1684
Tel.: (310) 440-7325
Fax.: (310) 440-7702
www.getty.edu/conservation/institute/index.html

For broken monuments and markers that need the attention of a conservator, but will have to wait until money is raised, there are a few steps that one can take to keep up with the pieces and to prevent further damage from occurring. If the stone has been chipped, you may bury the pieces. If the stone has been broken in two, it is best to lay the broken piece flat on the

ground. You could bury it as discussed with the chips. Remember when you bury any item, to record the location. For a marker that is broken into a number of large pieces, the best approach would be to dig a hole a bit deeper than the width and height of the marker, place some sand in the hole and reassemble the pieces like a puzzle on top of the sand. Try to make the marker surface flush with the surrounding ground. And remember to document.

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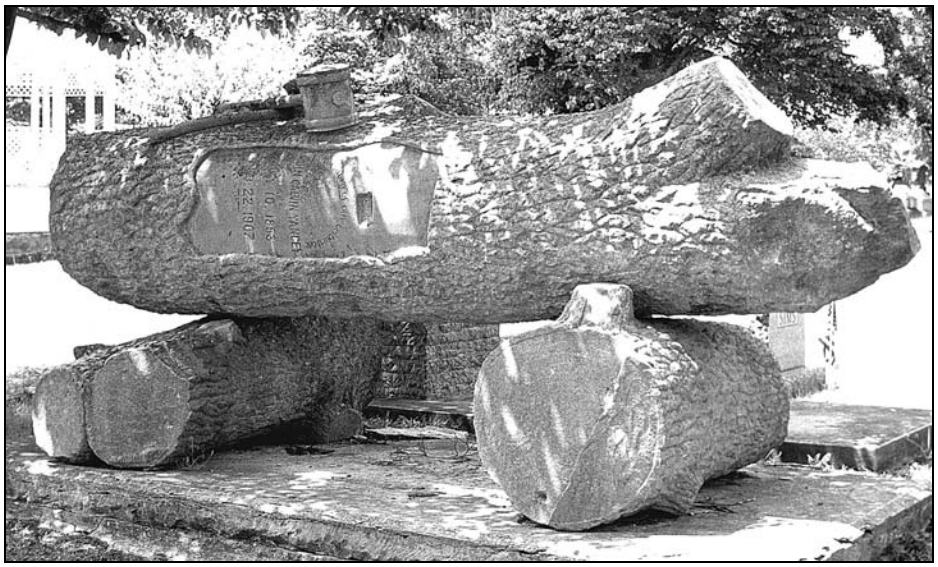
National Trust for Historic Preservation, *Preservation of Historic Burial Grounds*, Information Series No. 76, 1993.

Lynette Strangstad, "*A Graveyard Preservation Primer*." Nashville: The American Association for State and Local History, 1988.

Several brochures from the Association of Gravestone Studies.

Notes from lectures and demonstrations by three different conservators.



CHAPTER FIVE:

FUNDING

FUNDING

Not all cemeteries are managed and maintained in the same way. Most modern cemeteries such as memorial gardens, are perpetual care sites that require a fee to guarantee your plot will be cared for in the future. These types of cemeteries define the ways in which individuals can mark graves. Most allow only a few types of headstones to be used and dictate the times that flowers, flags and other decorations can be left on a grave. The policies are to ensure that maintenance crews will spend less time caring for the site. A state board and the Department of Health regulate for-profit perpetual care sites. Today, the funeral industry has developed into a big business with small, family owned funeral homes being bought out by large corporations. How this trend will change the management and care of our newer cemeteries has yet to be seen.

Historic cemeteries are more often maintained in ways other than the methods used by the modern memorial gardens. Church graveyards tend to receive attention on a regular basis by staff and members of the congregation, some holding annual clean up and celebrations on the grounds. Yet any large expense, such as mending broken markers, will be the last item funded in the budget. Expenses of running a church and the needs of the living congregation will come first.

This philosophy holds true for local government-owned cemeteries. City governments usually provide upkeep services for urban community cemeteries.
Financing goes for regular maintenance, not for the repair of cracked or broken monuments. If repairs are made to broken markers, the work is often done without the use of proven preservation methods. A few of the larger urban sites have been adopted by a "Friends of the Cemetery" group. The "friends" often initiate survey projects, educational programs and other activities that help in long-term preservation.

Small family cemeteries, rural areas, and sites associated with lost communities have suffered the most disintegration. Family and friends that once lovingly cared for these places are too old to perform the necessary work or young and in search of a better life far from the place that their parents and grandparents called home. With no relatives in the immediate area capable of taking care of these old family burial grounds, the cemeteries are left for nature to reclaim.

If these sites seem to be kept up, the work often is done by one person and the funds are supplied from the worker's own pocket. A few older cemeteries have conducted campaigns for funds, with varying degrees of success. Even fewer have been given an endowment to assist with perpetual upkeep and care.

Depending on the location and ownership of the site, various models for care and financing have been enacted. Each cemetery or association needs to develop a realistic plan for funding based on needs and resources.

CREATING A FUNDING PLAN

No matter if you are a group of one or one hundred, the first step is to develop a realistic fundraising plan. Remember that it probably took quite a few years for the site to obtain its current appearance. Change will not occur overnight. It will take time to plant the seeds to develop a cemetery preservation fund.

Lay solid ground work. Know your site, its needs and its attributes. Be able to articulate the goals of your group and the project that is being considered for funding.

You will need to perform a survey of the site features found in the cemetery. The survey should note the condition of each feature, be it a cast iron enclosure or a marble marker. Organize training sessions in survey methods, basic preservation approaches and maintenance planning. Once a general, individual, and condition survey are complete, the information should be used to develop a preliminary evaluation of your site that encompasses its greatest needs and attributes.

Invest in a professional conservator. The conservator can perform a condition survey and provide you with a plan for preservation. With the conservator's evaluation, you will have a list that will help you determine the most threatened markers and site features. The information will allow your group to develop a solid plan of action. In seeking a large corporate donation, you will have a better chance of being awarded funds if you have developed a plan that is based on observation, professional knowledge and funding resources.

The assessment and evaluation services provided by the conservator can be funded through a preservation planning grant or a research grant.

Create a realistic program suited to the needs and resources of your community. You will need to take into account both monetary concerns and manpower. A simple formula to determine your funding needs is to list your preservation goals and objectives, research the cost of your proposed projects, consider the available assets and tally up the cost. Knowing how much money will be necessary to complete the project/s will help you determine the necessary number and types of fundraising activities that need to be conducted.

Develop a pool of volunteers. The work by community and family members can sometimes outweigh services that are compensated. Many grants will allow you to use volunteer time as an in-kind match for a request of funds. Volunteers will also be one of your greatest publicity tools and will help to generate public support in various levels of the community.

To help gather public support for future donation campaigns, develop a physical example of the mission of your project and publicize, publicize, publicize. It is advisable to start with a small-scale project. Although twenty markers are in need of a conservator's attention, work on one or two, invite the public and press to view the demonstration, and take video footage and photographs of the activity. You will have an actual example of how you plan to spend the money, which can help when you are requesting money from various sources. If you hold a Decoration Day or cleanup day, record the activities for use in future fundraising drives and educational materials.

Make connections between the potential donor and the cemetery or site feature in need of funding. The SOS! Program has developed a successful approach, called "Adopt a Sculpture." Using all of the strategies mentioned in this section, the SOS! program was developed to create private and public partnerships for the preservation of outdoor sculpture. The concept is to find a group whose mission, religion, occupation, national origin, etc., is related to the monument in need of preservation. The group then adopts the monument and sees to the regular maintenance, special fundraising drives and other activities to assist with the long-term preservation of the adopted piece. Realize that training will be involved to ensure that proper methods of cleaning will be put into action.

In order for this program to work with the preservation of cemetery monuments, research on the marker and the interred individuals will have to take place. Once the life of the individual and marker history is developed through research, think of groups with things in common with the deceased. A monument of a fireman might be adopted by a firehouse. A local class could adopt a teacher's monument. A local arts group could adopt a monument with an unusual design or a marker made of a unique material. Once selected, the group's efforts should center on long-term maintenance and fundraising drives.

Involve the entire community in your project. Another key to preserving your local cemetery is to build local community support from the beginning, especially for funding and awareness projects associated with your cemeteries. You can draw talent, time and funds from this pool of supporters.

Everyone-- young and old, professionals, home makers, monument dealers, scout groups, city leaders, historical society members should be approached for possible adoption of a monument related to their organization's mission or purpose. Create a list of potential volunteers from descendants, community members, donors and individuals that purchase cemetery related items. Remember that it never hurts to ask. Whether your site is a family cemetery, a religious graveyard, or a historic city site, if you do not try to generate public support, the efforts put forth by you today may be undone in the future. What better way to instill pride in the community than to develop a program to preserve historic cemeteries where those that helped shape the place you live lay in final rest.

By involving individuals of various backgrounds, races, and ages you will have developed a base of volunteers. When seeking funds from grants, volunteers are an asset and may strengthen a weak monetary base. Volunteers will come from various occupational fields and may provide a free service or product. An accountant could help set up accounts, provide audits and other financial assistance. A lawyer could help with establishing a nonprofit organization. A media representative could help in publicize events and publish feature articles on cemetery projects. A librarian could develop a collection system and give advice on proper ways to preserve gathered data.

Be creative in your fundraising endeavors. Although many of the tried and true activities will be useful in generating funds, stepping outside the bounds will intensify public awareness of your project. Bake sales and rummage sales can generate a good deal of money for your project, but might not inspire the public to remember your cause. A living history production at the site will go farther to generate funds and awareness. Remember that the best campaigns will tie the fundraising activity to the site.

Try to offer choices of projects for the public to support. If you decide to have a letter campaign, give individuals two or three choices as to where they would like their money to be used, such as for marker repair, a maintenance fund or education projects. If you have a specific goal for the collected money in mind, be sure to inform the potential donor. If you seek money for attendance at a living history production, you may want to post a sign that states that the proceeds will go to fund future productions and site improvements.

Remember that not all projects will appeal to all age groups, so variety in projects is important. Older citizens will pay for a workshop on genealogy, whereas the younger set would probably be more interested in supporting a marathon of cemetery movies at a local theater.

FUNDING CONCERNS AND STRATEGIES

Preserving historic cemeteries costs money, but the money doesn't have to come out of one person's pocket. You will encounter both one-time expenses, such as the initial clean up or repair of a broken monument, and ongoing expense involved with maintenance. A few individuals can easily finance some projects, while other projects will take the effort of a group to seek donations and grants to help offset the cost. There are three different items that need to be considered when devising a funding plan:

1. SURVEY AND INITIAL SITE CLEAN UP

It should be stressed at this point that the initial clean up and survey of a historic property will not be your greatest funding concern. Most people have the necessary tools to complete the first clean up and perform the site survey. Granted, film and developing costs can become outrageous for a large cemetery, but most people interested in saving one of these special sites feel that the cost is a small price to pay.

Grants and donations can be found to assist in financing survey work. In seeking grant sources, one should look for monies available to perform research, documentation and the development of community partnerships, although other categories might fit depending on how your group approaches the project.

Locating funds for survey work will be much easier if you involve different segments of the community and use the process as an activity to strengthen local support for your project. Whenever an activity takes place, be sure to record the number of participants and the time that each devoted to the project. These figures can come in handy in the future when seeking support from corporations, foundations, and other groups that are swamped with pleas for money on a regular basis. Realize that most grants will not include time or money spent before receiving a grant as part of a financial match. But keeping records on such things can illustrate the group's commitment to the project.

Donations for services and materials can be elicited from the community for items related to survey and initial clean up. Ask a local photography studio, high school journalism class, college arts program or other business that works with film to document the cemetery in pictures or donate film and development. Copies of the survey form can be produced and donated by a local print shop or facility that has a photocopier.

Such groups as civic clubs, church groups, scouts, students, retirees, historical societies and others can be trained in survey work and initial cleanup procedures. To further enhance the experience, since the survey should be performed with a partner, pair a youngster with an elderly citizen, or a disadvantaged or at-risk child with a community leader; look for teams that will reap multiple benefits from the experience.

To help build local support for future cemetery preservation projects, always invite the local newspaper, radio, and television station to report on your work. If your paper carries a community calendar, have the dates of your work days and training sessions listed. Be sure to publicly thank volunteers for efforts in survey and initial cleanup. Acknowledgement could be through a story in the media, a picnic or a ceremony, such as a rededication of the cemetery.

2. MAINTENANCE AND MARKER REPAIR

Maintenance and marker repair will be a different story. Maintenance will be an ongoing cost and if you are truly interested in properly repairing broken stones, the services of a conservator do not come cheap. Finding funds for maintenance and marker repair is the most difficult phase of cemetery preservation. Structures such as mausoleums, historic fencing and receiving houses would qualify for restoration funds before a marker. An unusual monument or one associated with an extremely well known personality would come before grandma's broken marker in the family plot.

Many granting agencies do not award money for operating costs, physical upkeep or repair. However, there are a few grants available to assist with a conservator's assessment of your site and to assist with development of a preservation plan for your cemetery. Some grants are awarded for beautification projects, through which repair and upkeep could be considered. One innovative method for funding maintenance and monument cleaning is to present these activities as an education/training project. An example would be to hold a hands-on workshop to demonstrate proper cleaning procedures. By the end of the day, depending on the size of your group, you could have a number of clean markers, as well as a trained work force. You could request a grant to create a video of this event to use in future training sessions.

Your greatest chance at locating money for this type of work will be to seek donations. It will be best to pursue donations from the public at large as well as city or county government, private and corporate sources for this phase of cemetery preservation work.

Start locally. Who is the largest employer in your area? Visit with the individual in charge of donations or the firm's president and discuss the benefits to investing in preservation projects within the community. Develop educational materials such as maps and brochures. Display the tourism tools at the local chamber of commerce or visitor center and then plead with local government officials to allocate funds for your "tourist site" in future budgets. When providing a tour for local school children, suggest that they might consider a fundraising drive to repair an important stone. If it is a church cemetery, see if the religious leader will allow one collection plate to be used for graveyard improvements.

Once you have approached local potential funding sources, begin to locate state and federal organizations that can be approached for money. There are a number of directories and web sites that can help in locating monies from these sources. To get the most money from donations you will need to enlist the help of others. Remember to fit the campaign to the resources of your group.

Beyond donations, holding programs and selling products will generate funds to repair monuments and maintain the site. The next section will provide numerous ideas for fundraising items and events.

Establishing endowments will be the most effective method of funding maintenance and conservation work. Although you may line up a group of volunteers to mow and pick up trash, it is wise to set up an endowment fund that pays someone to provide upkeep. The endowment will allow your efforts to continue once you leave this world for your final rest.

3. AWARENESS PROJECTS AND PROGRAMS

Educational activities, essential to the long-term preservation of the cemetery, will cost money as well as generate funds from the public at large. Making the public aware of the location and importance of the site will benefit fundraising efforts, as well as create community support, thus furthering the preservation of your cemetery.

Grants can be found for projects that focus on education and community partnerships. Tours, burial indexes, databases, maps, living history productions, videos, workshops and library establishment are only a few of the many projects that can be financed through grant funds.

Educational products and events can be developed using a number of inexpensive and volunteer resources. Home computers can be used to create professional calendars, brochures, pamphlets, and newsletter. Schools, church groups, scouts, and other youth groups may be interested in educational experiences for community service credit, or practical application of recently learned knowledge. Other classes, depending on the subject matter, would be willing participants for involvement. Cities that have Main Street organizations, historical societies, civic groups, chamber groups, local government, tourism agencies, museums, or colleges can benefit from a partnership. Cities and counties will welcome the development of another tourist destination within their area.

Educational projects are the best public relations tools cemeteries have to offer, beyond the experience of a visit to the site. If you do not publicize any other activity, be sure to alert newspapers, radio stations, and other venues to all-new educational projects or programs. Some groups are concerned about drawing public attention to their cemetery. If the site looks abandon, with few or no visitors, then vandals and thieves are more likely to visit the site. If you welcome the public and model proper behavior during your events, you will show that the public cares and is keeping an eye on the burial ground.

Many forms of publicity will cost money, especially if you plan to send out invitations or announcements. Postage and printing can be high. Try to work with a group that can utilize bulk mailing. Other ways to notify the public about your site or project would be buy a billboard; organize a phone tree; or send press releases, radio announcements, or television stories. Use word of mouth.

HOW TO MAKE THE MOST FOR YOUR CEMETERY PROJECTS

Church and city owned cemeteries have an advantage over small rural and family sites. City and church groups are considered nonprofit entities and have a built-in base of support for the care and protection of their cemeteries. As nonprofit organizations, these groups can immediately begin a search for funding from grants and foundations.

People often seek assistance for small family cemeteries. There is a minute number of funding groups that will dispense money to individuals. When and if they do, it is for projects that will benefit a large number of people or focus on a project that is of national importance. If your group is extremely small, it would still be a benefit to form an incorporated non-support group. This status will allow you to take advantage of available funds, to escape being taxed on collected monies, and to offer a tax write off as an incentive for giving. Remember that “many hands make light work.” If you feel that your cemetery is too small to seek nonprofit status, locate other family cemeteries within your city, county or region and form a family cemetery

association. This joint effort will allow small family cemeteries within a region to seek larger sums from various funding groups.

An alternative to forming your own support group would be to locate a partner that has already obtained 501(c)(3) status, such as a county historical society. If you choose to work with another organization, find one that complements the goals of your group and lends a broad base of community support for your endeavors.

It is not difficult to incorporate and form a nonprofit group to benefit one or more historic cemeteries. It will take time and a small amount of money, but the results will be worth the effort. The first step is to request incorporation information from the Arkansas Secretary of State's office at (501)-682-1010. Next, you will need to contact the Arkansas Department of Finance and Administration, Corporate Income Tax Section at (501) 682-4775, to get an application for state income tax exemption. The third step is to call the Internal Revenue Service (IRS) at 1(800)-424-3676 or the IRS Tax Exempt Organization Section at 1-877-829-5500 or visit www.ustreas.org to obtain the following: Form 8718, Package 1023, Form SS-4, and Publication 557. The IRS forms will allow a group to seek federal tax-exempt status. Finally, become familiar with state laws that govern nonprofit organizations, specifically with the Arkansas Nonprofit Corporation Act of 1993.

Information on becoming a 501 (c) (3) organization was obtained from the brochure "*How to Start a 501 (c) (3) ,"* from Nonprofit Resources. For more information and assistance on forming a nonprofit organization, visit www.firstgov.gov/Business/Nonprofit.shtml

To help validate your efforts in preserving an historic cemetery, it is wise to list the site with as many related agencies and organizations as possible. Once the general survey has been completed, seek listing on the National Register of Historic Places. Other agencies such as the Arkansas Archaeological Survey, county government, the Arkansas History Commission, might like to have information about your site. Web sites such as the Tombstone Transcription Project and groups such as county historical societies, local libraries and others interested in some aspect of cemeteries would welcome information that you have collected. By using these agencies as storehouses for your information, you will display a dedicated intent to preserve your site in both physical and written form.

Consult with professionals when establishing a "friends" group. A lawyer can help navigate you through the process of becoming a nonprofit and an accountant can provide advice on the best way to collect, account and utilize funds. You will need to discuss liability concerns with your lawyer. It is wise to open one or two accounts to deposits collected funds. One account should be created to fund maintenance and the second accountant should be used to pay for one-time costs such as a conservator's services or education projects.

Forming an association should include regular meetings, newsletters and annual membership and money drives. The membership fee would serve as another way to generate funds. Membership incentives would need to be created such as fee reductions to hosted events, T-shirts, postcards and other items created by the group. There are plenty of organizations that can be used as a model for your organization.

Once a number of small groups organize for the benefit of public and private cemetery preservation, hold regional meetings. These meetings could be used to discuss issues, concerns, projects, ideas, and provide support in efforts to preserve cemeteries across the state. Eventually, it would be of great benefit to hold a statewide meeting for all cemetery associations. This larger group could initiate a move to lobby state government for funding for cemetery

preservation, develop educational materials and programs for state use and to strengthen laws related to historic burial sites.

For more information on how to form a cemetery friends group, look at the Association for Gravestones Studies pamphlet of the same name by Sybil Crawford or contact one of the groups already established in the state, such as the Benton County Cemetery Preservation Group, at 400 South Walton Blvd. Bentonville, AR, 72712.

MONEY METHODS

Of all the questions received by the AHPP concerning cemeteries, locating funding tops the list. With this in mind, we researched how other groups in and out of state have funded various activities associated with historic cemeteries. Descriptions of some of the most popular methods used to finance survey projects, awareness projects and conservation projects follow.

You will find a brief description of each funding method with helpful hints on how to utilize them for your benefit. Where appropriate, the description is accompanied by fundraising project and product ideas. You will also find in this chapter a list of groups, resources and websites that contain information and lists on funding sources.

REMEMBER, before you begin collecting money for your site, it is imperative that you discuss your legal and tax obligations with a lawyer and an accountant.

1. DONATIONS

Donations are usually the focus of a campaign by a group with a specified purpose for the collected funds. There are annual campaigns, capital campaigns, building/renovation campaigns, employee matching gifts, in-kind gifts and contributions for seed money. Donations can be from the public at large, school drives, community collection cans, local business, private citizens, local governments; anyone that is willing to give funds for your specified goal.

To hold a successful donation drive the first step is to create a potential donor list. The length of your first list will have a lot to do with the amount of money available for postage. Throughout the year, remember to add names of anyone that comes into contact with your group or expresses an interest. These names can be added to future donation campaigns. Individual contact is the most beneficial form of contact. You also can use the phone, with long distance charges being your greatest concern. You will need to think about how you will collect funds from your phone drive.

Remember to recognize donors often and visibly. People that give money like to thanked. Some groups send only thank-you notes, while others provide some other type of momento. There are a number of ways to publicly thank donors such as awards ceremonies, public displays, plaques and press write ups such as a full page “thank you for your support” page. Be sure to include all donors, whether they give one or one hundred dollars. Any cemetery related materials, such as maps or brochures, are good items to place in funding request packets or publicity materials.

If your group has secured federal tax-exempt status and is considered a 501(c)(3) public charity group, donor’s gifts will be tax deductible.

Remember that donations may be the best source of funds for the repair of broken monuments. Although many people believe that larger gifts from corporations or granting

agencies will provide the bulk of funding, statistics show that more "philanthropic gifts to nonprofit organizations are received from individuals." (Guide to Forming a Cemetery Friends Organization by Sybil Crawford) It is essential that you develop a program that will allow for the collection and recollection of funds. This means thank your donors, develop a good base of volunteers and publicize the use of the funds.

Always be sure you and members of your group contribute to your campaign. Set an example!

EXAMPLES:

Phone campaign: ask a local business with numerous phones, such as a bank, to allow you to use their facilities for your campaign for one or two evenings or give a list to each volunteer and set a beginning and end date for calling and collecting.

Letter to descendants and community campaign: Using burial records, school annuals, class reunions, and other sources within the community, write a letter about the plight of the site. Use photos, include facts about the place or the people that reside within the grounds, and a wish list for donations. Do not target only descendents. Many former residents will be interested in helping preserve the town in which they grew up.

Mail campaign: This is where a mailing list and volunteers and the contacts from their personal relationships will be useful. Some folks will give money because a friend asked.

Booth: Set up a booth at the fair, festival, or expo. Place a donation can in the exhibit area, along with brochures of your cemetery. It would be a good idea to have general survey forms on hand to distribute to the crowd. The forms will assist others in efforts to preserve historic cemeteries.

Web site: An excellent way to generate awareness and in doing so, you can add a request for funds on your site.

On-site method: Post a sign at the cemetery that provides a contact name to receive more information about the cemetery and the location where funds can be send for the betterment and upkeep of the site.

2. EVENTS, PRODUCTS, AND SERVICES

If you choose to sell an item, charge admission or provide a service to the public, don't forget the taxman. But do not let this stop you from taking advantage of product sales to generate funds. Some events, products and services can avoid collecting for taxes, but you will need to check with an accountant or lawyer. The best selling point in holding an event or creating a product for sale is the broader appeal to individuals that would not want to become

members of your group, but may have an interest in cemeteries, history, community or some other aspect found in the study of cemeteries.

This is an alternative method to raise funds for maintenance and conservator work. Unlike a donation campaign, you do not need to publicly thank contributors. For a fee they will receive some item or service provided by your group. You can add names to your funding list from sales of products or programs. Some activities and products will have the potential to generate massive amounts of funds, while others will serve as good public relations tools, but may net little in monetary terms.

EXAMPLES:

- Workshops: watercolor painting, gardening, star watch, genealogy research
- Tours: living history, flower, animal, bird, sculpture
- T-shirts- interesting stones, historic views
- Baseball caps- with logo of group or cemetery
- Postcards
- Books
- Festivals- sponsor an activity and set up an exhibit, supply donation information
- Rental fee for use of space for weddings, picnics, family reunions
- Limited sales of heirloom plants
- Jewelry
- Sell pumpkins during the fall

See Chapter 6 for more ideas and information for products and events.

3. GRANTS

There are two basic sources for grants, private foundation and the government. Private foundations include, but are not limited to, national foundations, special interest foundations, corporate foundations, family foundations and community foundations. Public funding may be requested in the form of block grants, captivation grants, categorical grants, construction grants, demonstration grants, matching grants, project grants, research grants, staffing grants and training grants.

Generally, grants are available to nonprofit groups willing to provide a share of the cost. Education and community partnership projects are popular with funding organizations. You can find a few that will assist with seed money for a maintenance program and even fewer that will help share the bill for marker repair.

Although there are thousands of grants available to the public, your project may qualify only for a small portion of these funds. To compete with the numerous groups that apply for grant funds, it is best to have a few trained individuals devoted to locating grant sources, applying for funds and writing final reports. One person can perform all phases of work associated with grants, but this task is more manageable if a committee is designated specifically for grants.

The first step is to locate grants for which your project and site will be eligible. Resources that should be used to create a list of possible funding sources are directories found at local or county libraries, the internet, and agencies involved in assisting state groups, such as Nonprofit Resources or the Arkansas Humanities Council. (See the list for specific sources to use in your search.) These resources will provide a brief description of the purpose of the grant funds, eligibility requirements, information about the review process and awards. Most will ask that you send off for the application form and a complete description of the fund. People with their own computer and time to perform research will be best suited for this important task. Beyond creating a list of possible funding sources, they can write for the application forms and information. This list will need to be updated on a yearly basis due to the frequent changes in requirements.

The second step is to prioritize your projects and define the amount of funds necessary to complete the targeted projects. Once the top need has been defined, the cemetery group should review the possible funding list to identify the best potential funding sources. Once funding sources have been identified, the grant writer will need to carefully review the requirements involved in the application process.

Writing a grant is not as difficult as some people fear. Whoever with the grant should clearly define the project goals, create a budget and follow instructions given by the funding source. Workshops and sources that provide grant training are available. Some of the funding agencies provide there own workshops', there are books available to assist in writing grants, and a number of web sites provide valuable hints. If you do not receive funds, ask the reviewers to provide you will comments on what needs improvement before you set down to write another grant.

If you want to beat the odds in the funding game you will need to show that your group is organized for long-term preservation of your cemetery. Your group should be a nonprofit incorporated entity with articles of incorporation, by-laws, a board, a federal tax identification number, federal tax-exempt status, and annual reports to the IRS, a bank account, insurance and a detailed long-range plan. Most importantly, to display your commitment to the cemetery your program for maintenance should be included in your materials.

The last steps of the process involve record keeping, progress reports during the project and a final report that summarizes what the grant funded.

Both survey and awareness projects can be considered educational projects and may be eligible for grant funds. You will be placed in a better light if you have involved various segment of the population in all phases of your project.

For locating funds to repair and restore markers and monuments, you will need to become creative in the way in which you request funds. There are a few groups within Arkansas that will award funds for maintenance and repair, but most will want the project to affect more than the descendents of the folks buried in the cemetery. You will need to demonstrate how the resource is important to the history and well being of the community.

4. GOVERNMENT ASSISTANCE

Many grants are funded through federal and state government. There are a number of books, printed annually, with lists of government funds. First apply for state agency money, but realize competition will be heavy. Competition will increase when applying for federal funds. Many grants will necessity working with officials.

One type of grant that will need to be sought with the help of a government official is the block grant. Federal money is given to a state, county or municipality in a lump sum for a designated purpose such as community development. If your project fits within the general guidelines, remember--think creatively--then you might be able to share in this federal money. Seeking funds from a block grant will take time. First you will need to build your case to present to the elected official that will help you seek this money. If you can convince this soul that you have a worthy cause and that it will fit within one of the designated categories, the official will then need to include the request in an state plan that is created on an annual basis. The federal officials will have to review and approve the allocations.

Beyond federal and state funded grants; there are ways to seek assistance from city, county, or state government entities. Prepare a case to present to an elected official. Use of the resources such as the *Catalog of Resources for Community Development* produced by the Community Assistance Program, Room 09, State Capitol, Little Rock, AR., 72201, (501) 682-1937 will be helpful in knowing the different types of assistance programs that are currently available within the state. Items that need to be included in proposals are a statement of the site's significance, a list of benefits to be derived from governmental assistance in funding and a requested sum. Talk to the city, county or state official to include this figure and your project in their annual budget or in a onetime allotment of funds.

To find state officials that serve your area, contact the Legislative Council at (501) 682-1937. This agency prints a Legislative Directory that lists state officials and agencies and includes information on which committee for which they serve, biographies, and contact numbers and addresses. For a directory of county officials, contact the Association of Arkansas Counties, (501) 372-7550, 1415 W. Third Street, Little Rock, AR, 72201, or visit http://www.arcounties.org. A list of municipal officials may be obtained from the Arkansas Municipal League by calling (501) 374-3484 or writing PO Box 38, North Little Rock, AR, 72115. Their web page is at www.arml.org. Some of the directories must be purchased.

It is imperative that some group take the initiative to develop a fund for use in marker and monument repair of Arkansas' historic cemeteries. A statewide cemetery preservation group could request funds from the state for use in a grants program for all state historic cemeteries. But before a grants program can be developed, it will be necessary to establish a statewide historic cemetery group.

5. CORPORATE DONATIONS

Who is the largest employer in your town? Is there a business that compliments your mission or project goals? Did any of the companies, corporations or businesses originate within the community or state? Are there a number of members employed by a particular company?

Corporations are allowed a deduction up to five percent of their net income for contributions. According to the group that monitors corporate giving, only a few companies take advantage of this tax incentive. When they do contribute funds, projects are usually associated with health and welfare (usually through the United Way) and for education. Other more recent interests have been projects that deal with minority populations and the arts. (Annual Register of Grant Support)

Do not wait until the last minute to ask for a corporate donation. Most companies must define a budget and will not be able to help with an unexpected large request. Often the board that approves such request will meet only a few times during the year.

Corporate funding is not the easiest to receive for financing conservation work, but one that can be planned and developed. You will need to present information on the organization, a well-defined plan for the intended use of requested funds, and how the project will benefit the corporation. If you do not present an organized façade, the company will pick other projects over yours. Companies want to be sure that their money will be spent to help the community that they serve or the employees of the company.

Another important item to consider is that the company may be willing to contribute more than money to your project. Some are willing to provide volunteers, the time of a profession on staff, and in-kind donations of free printing, equipment, etc. The company may also be willing to match employee donations to your cause.

"Corporate 500: The Directory of Corporate Philanthropy," published by the Public Management Institute will help in identifying corporations in your area that may be interested in your problem.

6. GIFTS, ENDOWMENTS, LEGACIES AND BEQUESTS

Large monetary gifts and endowments will take time to develop. Donors will need to be personally acquainted with your cause, group or site. You are competing for a person's spending money. If you want an individual to give their money to benefit your cemetery, a stable planned preservation program will need to be in place. The goal is to develop a large enough fund to pay for maintenance and repairs using only the interest generated from the deposit.

If you would like to set up a fund to benefit cemeteries in city, region or state, contact the Community Foundation for more information.

FUNDING AND ASSISTANCE RESOURCES

Some key phases to use in locating grants are *community partnership project*, *beautification project*, *educational project*, *documentation project* (cultural research), *religion,* and *community improvement project*. These may be used to help determine which funding source might be of the most benefit for your project.

Remember: There are very few grants for the repair of markers and monuments. Donations from public and private sources such as the community at large and local corporations or businesses will be the most effective source for generating funds for such repairs.

AGENCIES AND FOUNDATIONS

1. Arkansas Historic Preservation Program (AHPP)
   323 Center Street, 1500 Tower Building
   Little Rock, AR 72201
   501-324-9880, FAX 501-324-9184, TDD 501-324-9811

   Grant:
   Historic Preservation Restoration Grant (HPRG)

   The HPRG fund is available to nonprofit entities and municipalities for projects involving public places listed on the National Register. Most grants from this source are awarded to structures, although to date no one has applied for monument repair. If you have a mausoleum, bell house, etc., that is need of repair, this might be a good place to seek funds. At times, other grants are available for use in cemetery preservation work. Contact the office for more information.

   Main Street Arkansas, a division of the Arkansas Historic Preservation Program, offers funding opportunities through their Certified Local Government Program (Little Rock, North Little Rock, Helena, Hot Springs, Van Buren, Fort Smith, Eureka Springs, Osceola)

   If your cemetery is within one of the listed Arkansas communities, you may be able to receive grant funds through the Certified Local Government program. Two projects that might be eligible for CLG funds are projects that deals with a survey to nominate a property to the National Register or to develop a plan for protection of the historic resource. Contact the Arkansas Historic Preservation Program to find out more about the CLG program.

2. Arkansas State Parks- Historical Resources and Museum Services (HRMS)
   One Capitol Mall
   Little Rock, Arkansas 72201
   1-888-287-2757 (V/TT)
   info@arkansasstateparks.com

Grants:

Special Project Support (SPS)
General Operating Support (GOS)
Mini General Operating Support (MGS)

To receive funding from this source the applicant must be connected to an established nonprofit museum. There is a monetary match requirement. SPS funds must be used to address a particular need or program such as collections management, conservation of artifacts, exhibit production, or educational programming. GOS and MGS funds can be used for a wide range of museum activities and operations including administration, building maintenance, utilities, insurance, rent, security, salaries, etc.

3. Arkansas Humanities Council
   10800 Financial Center Parkway, Suite 465
   Little Rock, AR 72211
   501-221-0091
   www.arkhums.org

   Grants:
   Mini grants
   Program
   Planning grants
   Education grants
   Major grants
   Public Program
   Individual Research
   Collaborative Research

   There are a number of other grants available from this organization. Please call for an updated list.

   The Arkansas Humanities Council can help a nonprofit group with numerous funding projects. Among some of the items that might be funded through this agency are projects to develop a plan for preservation, assist with publishing information, survey work, and educational programming. Remember that you may have to become extremely creative when looking for funds. For instance, one grant offered by the AHC is called "Children and Adults Reading Together." If you wanted to apply for this grant, a program could be developed to have adults and children begin in the cemetery by reading markers, then move to the local library to learn how to find more about the deceased and the times in which they lived through obits, newspapers, and other primary records. Another grant titled "Black History Grants" could be used to help gather data through survey work from historic black cemeteries in the state.

4. Department of Arkansas Heritage
   1500 Tower Building
   323 Center Street
   Little Rock, AR 72201
   501-324-9150
   www.ArkansasHeritage.org
   Grant:
   Arkansas Heritage Month grant

   May is Arkansas Heritage Month. This program is designed to assist with community projects for the celebration.

5. Arkansas Office of Rural Services
   101 East Capital Ave, Suite 202
   Little Rock, AR 72201
   1-888-RURAL-AR

   Grant:
   Arkansas Rural Community Grant (ARCGP)
   Arkansas Rural Community Planning Grant (ARCPGP)

   Available to towns with populations of 3,000 or less. Both of these grants may be worth looking into if you choose to use your cemetery as a tourist site, which could be a form of economic development for the area.

6. Arkansas Community Foundation
   700 South Rock Street
   Little Rock, AR 72202
   501- 372-1116, FAX 501- 372-1166
   www.arcf.org

   Grants:
   The ACF manages many funds. Some are designated for specific causes, while others are considered unrestricted. The unrestricted funds will have parameters for eligibility.

   ACF is a public charitable foundation for Arkansas. The mission as stated by the AHC brochure is to "provide and promote leadership as the premier builder of philanthropic funds to meet the state's diverse grantmaking needs and challenges. ACF's mission also includes providing excellent service to donors, non-profit organizations, and communities of the state." Call to inquire about funds that might be available for your project.

   For anyone interested in beginning a fund to assist with gravestone restoration or other areas of cemetery preservation, please contact the AHC. This organization can lead you through the process of establishing a fund as well as managing the fund in the future.

7. Nonprofit Resources, Inc.
   500 Broadway, Suite 403
   Little Rock, AR 72201-3342
   501-374-8515 FAX 501-374-6548
   Email: nonprofit@aristotle.net
   Web: http://users.aristotle.net/~nonprofit/NRI.html

   Grants:
   Nonprofit Resources can assist with many aspects of developing and running a nonprofit organization. The agency provides resources and workshops on funding, training, grant writing, and other services.

   One item that would be of value in a search for state funding of cemetery preservation projects is the *Arkansas Funding Directory,* which is available in most libraries. Contact Nonprofit Resources for more information about their services.

   As of 1999, there are 273 private foundations in Arkansas. Nonprofit Resources and the Community Foundation can provide more information about these resources. Following is a list of some of Arkansas's Foundations and their interests:

   Walton Family Foundation (Delta region), Winthrop Rockefellar Foundation (education), Windgate Charitable Foundation (art education, Christian education), Horace C. Cabe Foundation (education, museums) Ross Foundation (community, art), Harvey and Bernice Jones Charitable Trust (Baptist religion), Roy and Christine Sturgis Charitable and Education Trust (education, Baptist and Methodist religion), Wal-Mart Foundation (community, youth), Wrape Family Charitable Trust (Roman Catholic religion), Morris Foundation (youth, education), Tenenbaum Foundation (Jewish religion), William C. And Theodosia Murphy Nolan Foundation (arts, preservation, religion), Peel House Foundation (historic preservation), Overstreet Short Mountain Foundation (Presbyterian church), Nabholz Charitable Foundation (education, Roman Catholic religion, youth), M. N. Osborne Charitable Foundation Trust (religion), Bitha Godfrey and Maude J Thomas Charitable Foundation (children, community development, education, religon, education),

   The mission of Nonprofit Resources is to "strengthen, support, and enhance the capacity of Arkansas's community-based organizations to fulfill their missions."

8. Arkansas Arts Council
   323 Center Street
   1500 Tower Building
   Little Rock, AR 72201
   501-324-9766 FAX 501-324-9154

   Grant:
   Project Support Grant

   If your project has an art component and will use the site for a visual or performing arts program, a presentation of a specific arts event, a program series or a multiple discipline arts project; the Arkansas Arts Council might be able to assist with funding through a project support grant.

9. Save Outdoor Sculpture
   Heritage Preservation
   1012 14th Street, NW, Suite 1200
   Washington, DC 20005
   202-233-0800
   www.HeritagePreservation.org/PROGRAMS/SOS

   Grants:
   SOS! Maintenance Training Award, given to support the professional training of local personnel or volunteers in low-tech outdoor sculpture maintenance of up to four artworks.
   SOS! Assessment Awards will give up to $850 to support professional conservation assessments.
   SOS! Conservation Treatment Awards partially funds the conservation of at least one sculpture in every state.
   SOS! Achievement Awards which issues monetary awards to recognize projects that have advanced the goals of SOS!

   If you have a monument that is in need of repair and is accessible to the public you may apply to SOS!, which is a joint project of Heritage Preservation and the Smithsonian's National Museum of American Art. This program offers many services and financial awards to assist with different phases of sculptural preservation. This is a highly competitive program offered to all fifty states. Your best bet at being awarded moneys from this national program is to have a well-organized and active group whose main interest is the preservation of the markers and monuments. Awards are given based on the significance of the sculpture to be conserved, the urgency of the need for conservation, the ability of the applicant to carry out the project, and the applicant's plans for public awareness. Ongoing maintenance is expected.

10. FURTHERMORE
Post Office Box 667
Parcels: 518 Warren Street
Hudson, New York 12534
Telephone 518/828-8900 ♦ Fax 518/828-8901
www.Furthermore.org

The J. M. Kaplan Fund, offered through the Furthermore organization, will support publications in architecture and design, landscape, parks, farmlands, cultural history, the life of cities, preservation of historic and community resources and related public policy. Books and catalogues, guides, pamphlets and maps, marked by high standards and distinct character will be eligible. Assistance will be available for research, writing, editing, design indexing, photography and illustration, as well as promotion and marketing."

11. Getty Grant Program
1200 Getty Center Drive, Suite 800
Phone (310) 440-7320
FAX (310) 440 7703
Los Angeles, CA, 90049-1685
www.getty.edu/grant/index.html

The Getty program offers a number of grants for conservation activities. The one most applicable to cemetery preservation would be the Conservation Treatment and Research Grant. Please call for more information or visit their web site.

12. National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Ave., NW
Washington, DC 20506-0001
(202) 682-5555
www.nea.gov

The NEA has grants for the restoration of existing artwork, which may apply to some cemetery monuments, especially one-of-a-kind and hand-carved objects.

13. Arkansas Division of Volunteerism
Department of Human Services
1300 Donaghey Building
Little Rock, AR 72201
(501) 682-7540

The ADV offers workshops to assist in working with volunteer groups.

14. Common Ground
    Arkansas Department of Health
    5800 W. 10th Street, Suite 907
    Little Rock, AR 72204
    501-661-2000
    www.healthyarkansas.com

    Grant:
    Youth Violence Prevention Program

    Funding is provided by the state for at-risk youth programs. This might be a source to use for a program to provide job skills in horticulture or to fund a program to reduce vandalism at historic cemeteries.

15. Community Development Block Grants
    Arkansas Economic Development Commission
    One Capitol Mall
    Little Rock, AR 72201
    1-800-ARKANSAS, (501) 682-1121
    www.1-800-arkansas.com

    Mayors and county judges help designate how CDBG funds will be used. The main purpose for funds is to help deprived urban areas with projects that can rehabilitate and expand economic opportunities. Possible projects that may be suitable for this fund could be development of the cemetery into a tourist destination or research center on area burial grounds.

16. Intermodel Surface Transportation Efficiency Act (ISTEA)
    Federal Highway Administration
    Arkansas Division
    700 West Capitol, Room 3130
    Little Rock, AR 72201
    (501) 324-5625

    You will need to contact this office for information about their grant program. Local governments will need to apply. Funds are available for community preservation projects.

BOOKS

The following guides will assist with locating funding sources. This is by no means a complete list of guides, only a sampling. Many of these guides can be found at the local library or one of the Foundation Centers Libraries listed below.

Westark Community College
Borham Library
5210 Grand Avenue
Fort Smith, 72913
501-788-7200

Pine Bluff- Jefferson County Library system
200 East Eighth Street
Pine Bluff, 71601
501-534-2159

Central Arkansas Library system
Main Library
100 Rock Street
Little Rock, 72201
(501) 918-3000

1. Annual Register of Grant Support, Marquis Academic Media, Marquis Who's Who, Inc., 200 East Ohio Street, Chicago, Ill. 60611

2. Annual Register of Grant Support 1999: A Directory of Funding Sources (32nd ed.). R. R. Bowker.

3. Corporate 500: The Directory of Corporate Philanthropy, Public Management Institute, Kenneth Gilman, editor; 358 Brannan Street, San Franciso, CA 94107. 415-896-1900

4. America's Hidden Philanthropic Wealth: Tomorrow's Potential Foundation Grants. The Taft Group, 5130 MacArthur Blvd., Washington DC 20016. 202-966-7086/ 800-424-3761

5. Catalog of Resources for Community Development, Community Assistance Program, Room 09, State Capitol, Little Rock, AR 72201. 501-682-1937

6. Mid South Grantseeker Horizon, Nonprofit Resources, Inc., 500 Broadway, Suite 403, Little Rock, AR 72201-3342. 501-374-8515

7. The Grantsmanship Center, P.O. Box 17220, Los Angeles, CA 90017. FAX: 213-482-9863

8. Fund Raising Guide to Private Fortunes. Washington, DC, The Taft Group, 1988.

9. Who's Who in America. Wilmette, Illinios, Marquis Who's Who. (you can look for individuals who might support your cause.)

10. Guide to Federal Financial Aid for Individuals and Nonprofit Organizations

11. Catalog of Federal Domestic Assistance. U.S. Government Printing Office.

12. Directory of Research Grants 1999, Jeremy Miner, Oryx Press.

13. Grants for Nonprofit Organizations. Eleanor Gilpatrick, 1989.

14. The Grants Register 1999 (17th edition). Ruth Austin, ed., 1998.

15. National Directory of Grantmaking Public Charities. Foundation Center.

16. The Foundation Directory. Marianna Lewis, ed., Foundation Center, New York.

17. The Foundation Grants Index. Foundation Center.

18. National Data Book of Foundations. Foundation Center.

19. National Directory of Corporate Giving. Foundation Center.

20. Foundation Grants to Individuals. Foundation Center.

WEB SITES

In using the web to identify possible funding sources, realize that many private foundations have been reluctant to post information on the internet. Most of the groups that will be found are large, nationally focused funding programs. Although it may be difficult to locate money, many sites provide helpful information. It is worth your time to look at some of these sites and try different search engines and on-site libraries to locate others that might be of use for your project. Some of the sites deal with grant information, while others provide guidance to nonprofit organizations.

1. Research Grant Guides, P.O. Box 1214, Loxahatchee, FL 33470, (561) 795-6129
   www.ResearchGrant.com
   Offers several guides that can be ordered and several links that could benefit your search for funding. Among the guides offered by this program that might be of use in locating funding for cemetery preservation are the Directory of Operating Grants, Directory of Building and Equipment Grants, Directory of Computer and High Technology Grants, and Directory of Education Grants.

2. The Foundation Center, 79 Fifth Avenue, New York, NY 10003, (212) 691-1828, FAX (212) 691-1828,
   http://fdncenter.org/
   This site offers a guide to grantseeking on the web, an on-line library, a number of valuable links, and the ability to request help in locating grants.

3. National Endowment for the Humanities, 1100 Pennsylvania Avenue NW, Washington, DC 20506, (202) 682-5400
   www.neh.fed.us
   This federal agency focuses on the arts and offers a number of items to assist nonprofit organizations seeking information on federal services.

4. Internet Resources for Nonprofits, is exactly what it says: an internet site that offers Information on resources for nonprofits
   http://www.uticapubliclibrary.org/non-profit/directory.html

5. Nations Bank, The Foundation, can be reached at Contributions Manager, Bank of America, 800 Market Street, St. Louis, MO, 63101-2607
   www.BankOfAmerica.com
   The Bank of America Foundation has the largest philanthropic budget of any financial institution in the United States. It limits its distributions to the following categories: education, health and human services, community development and arts and culture, with education being the primary focus of The Foundation.

6. John D. and Catherine T. MacArthur Foundation, Office of Grant Management,
   140 S. Dearborn Street, Chicago, IL 60603, (312) 726-8000, FAX: (312) 920-6258
   www.macfdn.org

7. Carnegie Corporation of New York, 437 Madison Avenue, New York, NY 10022, (212) 371-3200, FAX (212) 754-4073
   www.carnegie.org

8. The Council on Foundations, 1828 L Street, NW, Washington, DC 20036, (202) 466-6512,
   www.cof.org
   COF is a nonprofit membership association of over 1,700 grantmaking foundations and corporations. This site can assist with developing a foundation as well as locating grants for a number of different types of projects.

9. Internet Nonprofit Center, information for and about nonprofit organizations, can be found at
   www.nonprofits.org
   This site has links to numerous foundations and nonprofit organizations on the internet.

10. The Chronicle of Philanthropy, "The newspaper of the non-profit world," can be found at http://philanthropy.com/
    This site has valuable up-to-date information connected to the nonprofit world and fundraising efforts with a large number of links to other sites.

11. The National Trust for Historic Preservation is located at:
    www.nthp.org
    This site provides information on preservation issues.

Other possible sources to locate funds are magazines such as Fortune. Watch local and state newspapers for articles that describe projects that list funding sources. If the article does not describe the source, call the interviewee and ask them from whom did their group acquired funds.

CHAPTER SIX:

AWARENESS

AWARENESS

We walk by historic sites everyday, but few of us stop and truly look and learn from these places. How can anyone appreciate something they know little about? Tours of old homes and festivals in historic business districts are appealing to many people. These special events allow the public to experience how people of the past worked, played and celebrated. Historic cemeteries attract fewer visitors because of perceptions of being scary and dangerous places. Often the setting for horror movies and tales of community ghosts still roaming the grounds, people hold narrow views as to uses for these historic landscapes. To overcome modern fears, people of all ages need to have educational and interesting experiences to learn why historic cemeteries are important to understanding our past. If the stories are left untold and people are not encouraged to visit, our historic cemeteries will be seen by the public as land better developed for the living.

There are numerous advantages in creating and producing awareness activities for a historic cemetery.

- Awareness projects and products will promote pride in the community, which in turn will lead to a broader base of local support for long-term protection and maintenance of historic cemeteries.

- Schools are looking for inexpensive resources that display local and state history. Appealing places for students, cemeteries can also be used to teach science, art, math and other curricula mandated by the state.

- Possible funders from the public and private sector need information on the history and importance of the site for use in determining who will receive money from the many requests they receive.

- Legislators need to observe public interest and concern for historic cemeteries before deciding to allocate public funds or strengthen legislation.

- If successful in sharing a truly unique glimpse of the past, the cemetery, town, region and state could reap economic benefits from use as a tourist destination.

- The ultimate goal in developing an awareness program is for visitors from other communities to extend the experience by developing interpretation and initiating preservation efforts in their own community cemeteries.

PAST AND PRESENT USES OF CEMETERIES

How many times have you or your neighbors driven by the cemetery and thought of the place as depository for the dead, nothing more. Use of a cemetery for anything other than the burial and memorization of our dead may seem a bit odd by today's standards, but cemeteries have long been utilized for more than places of final rest. Historically, some cultures have used

cemeteries as public meeting sites. Medieval Europeans used their graveyards for fairs where they would dance, hold competitions, and sell wares and foodstuffs.

Some cultures and time periods have treated the community burial ground as an outdoor museum. Once the burial ground was moved to the outskirts of town, Victorian families packed lunches and spent the day, strolling the grounds, stopping to ponder the messages and images that were carved upon the elaborate stone monuments. This practice of using the cemetery as a park was especially well received in America where brochures were created and buggies could be acquired to travel through cemeteries such as Mount Auburn in Boston. It was said that Mount Auburn was so well known that it was the second most popular tourist attraction for European visitors during the nineteenth century.

Current uses of cemeteries vary around the world, but some have become destinations for travelers. How many of us would fail to visit the pyramids on a tour of Egypt, or view the stone sarcophaguses and steles from the Roman and Greece cultures. In America, graves of the presidents are highly visited, as well as places that hold the remains of authors, artists, and soldiers. The hand-carved slate markers found in the cemeteries of New England are well visited by tourists interested in art, history and cemeteries.

Immigrants to Arkansas brought different rituals and beliefs regarding the use of cemeteries by the living. In some parts of the state, you can still attend Decoration Day, where families hold a reunion at the cemetery, eat lunch, and decorate the graves of those that passed before.

Other state sites have developed maps and guided tours to introduce visitors to the special message that the sites hold for the living. Many families travel to sites on more personal quests: to find their ancestors and understand their roots. Some individuals visit the cemetery to eat lunch, look at the monuments, view wildlife, and contemplate their own lives.

For the long-term benefit of your cemetery, it is imperative that you explore alternative uses for both educational and recreational pursuits with the site. Experiences will need to be sympathetic to the irreplaceable heritage found in the cemetery. You will need to encourage noninvasive and responsible use by the living. Beyond visits from descendents, cemeteries are outdoor history museums, sculptural gardens, wildlife refuges, picnic sites, walking trails, observatories for stars, and the list goes on.

WHO WILL BE INTERESTED IN CEMETERY AWARENESS ACTIVITIES

You should determine who might be interested in the activities that your site can provide. No public place can be all things to all people. You will need to identify the different types of individuals that might be interested in visiting your cemetery. This list should include the relatives, local population, tourists and cyberspace visitors.

One of the first groups to be targeted with awareness activities is the descendents of the interred. It will not be difficult to create interest and support for your preservation efforts with this group for they all have a personal connection to the site. Although visitation by the living occurs less today than in the past, some relatives still journey to the places that hold their ancestor's remains. Many of these individuals may or may not live in the area, but would be willing to support your activities from wherever they reside.

Undoubtedly at some point you will request donations for some phase of preservation work from this group. It will be to your advantage to include some type of material within your

request that describes plans for the cemetery. Seek comments from relatives regarding your plan, as well as additional ideas they may have for the cemetery. By involving relatives in your plan, you will gain support and possibly generate additional funding or help.

You should schedule a few special events for descendents, such as a Remembrance Day. Many cemeteries already hold family reunions on the grounds. Family members could send copies or meet at the site with personal documentation discussed in chapter three. Another possible activity for the day would be to record oral remembrances of family members. Most will be happy to share information about their relatives for use in developing educational programs and materials. One item that could be developed from collected information is a family recipe booklet. An activity could be to have the public join family members to clean markers. The family would clean their own while the public is assigned to markers on burials that have no known relatives at the event or in the area. Ball caps or T-shirts, commemorating the event and the cemetery, could be distributed to serve as a memento.

Another priority audience to target for programming and material development is the local population. Make them aware of the resource and its importance to the community. Knowledge will bring about pride, gain support for funding, and help provide protection to the site. Both young and old should be targeted, but different activities and materials will be necessary for each. From the local population, a support base will be created to help with other potential visitors, such as tourists.

One of the general audiences to be courted from the local area is its youth. Many children today have few, if any experiences with a cemetery. Research shows that children destroy things they do not understand or with which they feel no personal connection. It doesn't take long to find a burial ground that has had acts of vandalism occur on the grounds. Young people that have nothing better to do and do not understand the importance of the site usually perpetrate these acts. These youths will be around after the older population has gone. If efforts to preserve historic cemeteries are to be long term, they must include young adults and children in awareness projects, as well as all other phases of preservation work. They will one day be the caretakers of these sites.

Throughout this manual suggestions have been made on ways to incorporate the help of the young in survey, research, cleaning and fundraising activities. But there should be opportunities for all youths in the area to have a guided experience within the grounds. Where relatives will display a healthy respect for the site due to their personal connection, children will need guidance as to proper behavior while at the cemetery. Provide written rules and expectations for children visiting the historic burial ground.

The cemetery is an outstanding vehicle to apply many required educational concepts from the school curriculum. Work with schools to offer guided experiences to children and youths of the community. Start small, with a class and an enthusiastic teacher. Pick the groups that are required to study some aspect of learning your site has to offer such as Arkansas history taught in fifth and seventh grade, or American history, art, geology, botany, or gifted and talent education. Offer the cemetery as a stop on a field trip or as an outdoor classroom for use by local students.

To assist with developing a cemetery educational program, the AHPP developed two projects for use by teachers or members of cemetery associations. The first, "Tales of the Crypt," is a guide to producing a living history event using the cemetery and partnerships developed in the community. The second is an educational unit that can be used by teachers, and others that work with youth. This interdisciplinary unit has information, activities, and resources to assist one in using the cemeteries an outdoor classroom.

Adults are another segment of the local population that should be targeted with programming and materials. Media is important in reaching the broadest base of the local adult population. Stories on the news, radio interviews or advertisements, and articles printed in newspapers will help to increase public awareness of the site. An example would be to have the local newspaper print a weekly "Did You Know" column that focuses on one of the interesting people or site features found at the cemetery.

Once interest is generated, portions of the adult population will visit and actively seek information about your site and plans for preservation. Some, who have no connection with the site other than living in the same town, will help conduct, fund and publicize preservation efforts. Through your publicity efforts, not only will the local community become aware of the preservation program for your cemetery, but others in the surrounding area will share in this information. Neighboring communities might be inspired to do something with their resources. If several surrounding towns begin efforts to preserve their cemeteries, then a new opportunity to combine efforts to draw tourists to the region may be developed.

Whereas onsite activities are best used to garner support from the young, materials that can be used off site will promote adult support. Printed material, such as burial indexes, maps, and exhibits are outstanding interpretative tools for the adult visitor. Both adults and youths will enjoy workshops, seasonal tours and other events held in the historic cemetery.

The next general audience that should be targeted is tourists. People spend their leisure time in many different ways. Some want to relax, others would like to see new places. One of the major forces in travel is the visitation of heritage sites. What you find commonplace may be just the place visitors are looking to find. People travel to the four corners of the world to seek experiences that will entertain and enlighten them. They look for sites that define a place, a group of people or a period in time. Cemeteries still hold signs of the regional, ethnic and religious influences that shaped a community.

There will be different types of individuals that will seek out and visit your cemetery. Heritage tourists, individuals interested in art, and cemetery buffs will go out of their way to find old cemeteries. The ever-growing number of groups formed to study and preserve cemeteries, listings of cemeteries in tour guides and the increasing number of books on cemeteries are evidence of this fact. Provide these visitors with an experience that is both educational and enjoyable, and in return, the cemetery buff will tell others who may then consider a stop at the site.There will be other visitors that are considered passers-by. These visitors will not necessarily be aware of the cemetery, but if informed may choose to stop for a visit. Historic site notations on state maps, brochures at state tourist centers, a website, or signs erected along major transportation routes are only a few methods to inform this group of potential visitors of the location of your historic cemetery.

For the tourist, a number of self-guide educational products could be created for interpretation of your site. Signs, pamphlets and brochures are excellent vehicles for self guided experiences. For guided experiences, you could inform the local tourist center, motels, travel agents or city hall, that you would provide tours on a requested basis.

Although cyberspace visitors may never set foot onto your site, they should be courted. Some people will never travel to your part of the country, but may be interested in the history of your area as displayed by the cemetery. A website can be used to provide a view of your cemetery. There are many sites dedicated to cemeteries. Some of the sites have pictures of important and unusual monuments. Most provide a brief synopsis of the history and importance of their site.

These are only a few ideas for ways to provide awareness programs and products for the public. For more ideas, refer to "Over a 100 Things to do in a Cemetery," found in this chapter.

CREATING A PLAN FOR AWARENESS ACTIVITIES

No matter who you target or what activity you devise, one thought should be at the forefront in planning: cemeteries are landscapes that hold the remains of those that have gone before; a place that allows the living to remember when they once walked the earth. You should never hold an event or create a product or presentation that ignores the dignity of this site. This will be accomplished by offering well-planned educational experiences and materials that take into account the irreplaceable landscape and relative's feelings.

Organizations with limited budgets can start with small projects such as pamphlets, tours for school groups, maps, and speakers' bureaus. As the local community's interest increases, the cemetery could be developed into a tourist destination.

In "Getting Started: How to Succeed in Heritage Tourism," published by the National Trust for Historic Preservation, guidelines are presented for establishing a heritage tourism program. A cemetery is a heritage site or outdoor history museum and can be considered a cultural and natural landscape as well. For a successful program for both local and out of town guests, follow these five principles from "Getting Started" to create awareness projects:

- "**Focus on authenticity and quality.** Authentic contributions previous generations have made to the history and culture of where you live is the one that will interest visitors, because that story is what distinguishes your area from every other place on earth."
- "**Preserve and protect resources**. By protecting the buildings or special places and qualities that attract visitors, you safeguard the future."
- "**Make sites come alive**. Through maps, brochures, exhibits, tour guides, you should help visitors appreciate the significance of your site by showing them why it's interesting."
- "**Find the fit between your community and tourism.** Local circumstances determine what your area needs to do, can do in heritage tourism. Programs that succeed have widespread local acceptance and meet recognized local needs as well as the needs of tourist who are looking for particular place or time experience."
- "**Collaborate.** Using a common theme or linked by a road, building partnerships within towns and in regions is essential. Collaborate not just to develop local support, but for resources supplied by other organizations. Build support from political and business leaders, operators of site, artists/ craftspeople, hotel/motel and many others."

The publication goes on to describe four steps that should be used to develop an awareness program for your cemetery:

1. **Assess the potential**.

The first step is to use the survey data and documentation to assess the significance of the cemetery. You may not have a governor lying in residence, but there will be something special that your site can offer to the community and tourists. Why will people want to visit your site? Does the ground hold the dead of a war or many wars, is it important to understanding the history of a town? Does it hold artistic or unusual markers? Is it home to wildlife or rare plants? Whatever special quality or attributes the site holds be sure that in sharing the message with the public, you strive for accuracy in interpretation.

Next assess the surrounding current and potential attractions, visitor services, protection, marketing, and organizational capabilities. Look at historical, cultural, and natural attractions that may be destination sites, part of an itinerary, a stop while tourist are in the area, or for local tourist only. Can your area support lodging, food, and other needs of a visitor? Are there other groups involved in tourism or preservation for possible partnerships? What type of ordinances and land use plans are in use? Are their gaps in protective laws that might cause damage to your cemetery? What forms of publicity are currently being used to market the attractions in your area? What type of visitor might be interested in your site? Gather lists of attractions, visitor services and marketing materials. Learn about area protective ordinances.

Determining which sites to share with tourist and which to leave to locals will help define the focus for interpretation. If the cemetery is in a rural area and contains interesting hand-carved markers, you may not want to advertise this site to people from outside the community. It may be feasible to stage an occasionally guided tour or a Decoration Day at a place such as this. But if you leave brochures at a tourist center and have no security, you may not have many remaining markers. (Remember that theft is a big business, and it is the unusual and decorative markers that will disappear.) Urban cemeteries that have regular hours of operation and a caretaker on hand should consider creating such items as brochures and pamphlets. Travelers passing by might stop if there are signs to direct them to the cemetery and materials are provided to allow for self-guided experiences.

2. **Plan and organize.**

Just as you planned and organized efforts to survey and clean your cemetery, is necessary to plan and organize the development of educational programs and materials.

You will need to define the types of interpretive materials and programs that best suit your site and your targeted audiences. What will you offer? Tours, materials, products, special projects and/or programs are five methods of interpretation discussed in this chapter. Which best suits your goals and resources? What will be the most beneficial and interesting to the people you would like to target? Using the lists of resources developed during your assessment and the list of potential visitors, you will have a good ideal of what type of programming might be suitable for your cemetery.

Create a framework that includes what project you will undertake, who will organize and implement the project, a timeline, project goals, a supply list and funding sources, a publicity plan, and a method to evaluate the event or material. It is important to remember that one project

or program will not interest everyone. You will need to offer a variety of awareness experiences to reach the widest group of people.

Join forces with other cemeteries. An example of a partnership would be for a single church to join with other state churches of the same denomination to form a statewide group that will discuss issues, problems and solutions for the preservation of these particular sites. This statewide group could create a library to place research materials collected from various churches, hold statewide decoration days or ancestor fairs or create maps of regional or state cemeteries of a particular faith or denomination.

3. Prepare, protect and manage.

With visitors come both benefits and problems. There will be many challenges in creating interpretation for your cemetery. If you are too successful, the sheer number of visitors may destroy the place you seek to preserve. Learn how to balance preservation and protection with promotion. If your burial ground is located in a large city, concerns with visitation will be much different than at rural sites along scenic byways. You will need to find a balance between maintaining the cemetery and offering educational experiences.

The site's safety should be foremost during planning, but it will be necessary to consider the safety of the visitors as well. If people hurt themselves or are placed in danger, the cemetery will receive negative publicity. With a negative image, whether from word of mouth or the media, you will defeat the purpose of including awareness activities your plan for preservation. Determine how safe your cemetery is at this time. What dangers may be present with more visitors? Are there ways to make your site safer without destroying the integrity of the setting?

If the site looks neglected, the touring public will not be as apt to show the respect that should be given to these special places. Be sure that the cemetery is clean. This does not mean that every stone must be repaired and pearly white. If there is debris and trash, old flower arrangements stacked on the edge of the property, broken fencing, or other unsightly elements, people will have no problem in adding to the litter on the grounds. Pick up trash and debris from the grounds on a regular basis and provide trash receptacles.

State rules for visitors. If a teacher decides to bring a group of children or youths for a tour or to use your cemetery as a classroom, send a list of printed rules before the visit. When the students arrive at the cemetery, go over the rules before you begin your activity. Provide a sign that covers the basic rules for site visitation. A guide can mention rules at the beginning of the tour. Always provide some behavioral guidelines to the visitor but be sure to express them in a positive manner and explain why these rules are important. An example would be to ask that individuals not step on the graves. You could explain that this is both a regional folk belief as well as a safety concern because many of the older plots have wooden coffins that have deteriorated and may cause you to fall in.

Each project and program will have its own set of issues to consider in protecting the site. Come up with a list of the worst-case scenarios and find solutions before the event takes place. If you decide to schedule an event, such as a tour or program, you will need to consider issues such as parking, traffic flow within the cemetery, and whether refreshments will be offered. If you are staging a Descendant's Day and plan to clean 20 monuments, consider how will you get enough water to the site.

5. Market for success.

Once you have planned and developed your programming and materials and decided how you will implement the activities, you must publicize and evaluate your efforts.

Some ideas for publicity have been discussed in the chapter on funding. Direct mailings will allow you to inform those who have supported the cemetery in the past. To alert others and to broaden your reach, other forms of media should be utilized. Create a list of regional media outlets that include radio stations, newspapers, and television stations that cover the region in which you live. Find the name of the contact for local stories and call to inform them of your event or activity. Send them a written press release or a letter explaining the project in a bit more detail. Always thank media sources that include your information in their reports.

Evaluation is an important part in creating an awareness program for your cemetery. If you do not look at the results of the chosen activity or material, how will you know if your efforts have been effective in reshaping the traditional attitudes towards historic cemeteries? Questionnaires, interviews, and other forms of evaluation should be developed and passed out at all events hosted by the cemetery association.

TYPES OF EDUCATIONAL PROGRAMS AND MATERIALS

Interpretation can come in many forms. Not all forms are suited for all audiences. Tourists will be most interested in maps, brochures, signage and special events. For the young members of your community, tours, special events, educational units, exhibits and videos will enhance their cemetery experience and meet goals required by educational standards. Adults will begin to appreciate the site through opportunities to participate in workshops, lectures and special events, as well as through books, maps, brochures, and other items. Once you have determined the people that you would like to target, look at the suggestions below for a medium that is appropriate for the selected group.

The type of cemetery will influence the educational activities and materials developed for use. If you have a large cemetery in an urban area, activities may be planned that are much different from activities that can be conducted in a rural setting.

Try to hold as many activities and have as much interpretation as possible on the cemetery grounds. Tours, signage, and brochures should be offered to on-site visitors. If there is an area open to the public on a regular basis, such as a caretaker office, have books, maps, exhibits and other materials on hand to view or sell. But you will need to be realistic. Not all activities can occur at the site. Workshops that teach research skills will need to be held at local archives, though an initial visit to the cemetery is in order to find the name of someone to research. A workshop on gardening might begin in the cemetery and move to a local garden center or public space.

One characteristic that all interpretation should include is that the site or some aspect of the site should be the central focus of your materials and activities. Awareness activities and materials can occur on and off site, but all should be related to some theme found in your cemetery.

Realize that each of these projects comes with a budget. Some programs and materials will be more expensive than others. These are many sources of funding for educational projects.

Chapter five contains a list of organizations that might be able to help you with funding. Always keep in mind: quality over quantity.

Five different forms of interpretation are discussed below: tours, special events, projects, materials and products.

1. TOURS

Tours are brief trips to or through a place for the purpose of seeing it according to *The American Heritage Dictionary*. Historic sites appeal to many people because they are the places where history actually happened. Historic cemeteries are a bit different than historic sites. Although older burial grounds help define the history of a community, cemeteries hold the remains of people that made history happen by participating in numerous events throughout time.

Tours get people to your site for a first-hand experience. There are many topics and approaches that can be used to design a walking tour in a cemetery. By touring and listening to information provided by a guide, the visitor's interest may be peaked leading them to return to tour by themselves or to attend a tour program with a different focus.

Tours can be an inexpensive way to promote your cemetery. There are as many different ways to provide tours, as there are cemeteries. The tour can be offered once and led by one person or involve several people in and out of costume with multiple tours occurring throughout a day. Tours can be on a regular basis, offered weekly, monthly or annually. They can be offered by special request for school groups and out-of-town tourists. By offering different focuses in the tours, you can reach different segments of the population. Tours can be designed around the people that reside in the cemetery, animals, plants, site features, and superstitions.

It will take time to select a focus, research and write a script. Funding will be necessary if costumes, lighting or extras materials are involved. But generally tours are an inexpensive method of encouraging visitation and can be used as a means to generate funds. Depending on the terrain within your cemetery, safety issues and whether to hold nighttime events may need to be considered. Notify people that choose to participate that your organization will not be held responsible for injuries that occur, or you may want to get insurance to cover possible injuries.

2 SPECIAL EVENTS

Special Events are onetime or annual occurrences. Events usually are held to draw attention to your site and to reach a goal, such as to raise funds, generate publicity, direct attention to a problem, entertain, or reach a special audience. Offered on an annual basis or only one time, it takes lots of work to plan, organize and conduct a special event. If the event will be an annual occurrence, be sure to add or alter something each year to encourage repeat visitation.

Selecting a good date is vital to the success of your special event. You can schedule your activity to coincide with other special events such as festivals, holidays, or social events, when a number of people will be in the area. Or you may want to look at the calendar and choose a date where your event will be the only thing going on at that time.

Publicity will be important to the success of an event. Place ads in newspapers, on radio and public access channels and put flyers in banks, on business windows and in other public places.

Finding a cosponsor will help ease the financial burden as well as the workload. Many of the suggested special events in this chapter are well suited for co-sponsorship. For instance the

cemetery association, the city and a local sporting goods store could sponsor a marathon. An art gallery or supply store could help put together a watercolor workshop in the cemetery. Some special events will attract people who may have no interest in cemetery preservation. People interested in music may attend an outdoor concert at your cemetery. Students that have little interest in history would be willing to attend a nighttime tour. Because special events can combine various interests, they may reach groups that had little initial interest in cemetery preservation and win them over to your cause. The final outcome of many special events will be to broaden the awareness of and support for your cemetery.

3. PROJECTS

Projects are used to form long-term partnerships within a community. Projects require lots of planning, cooperation, and flexibility. If the project is not thought through, the group that has been selected as a partner may become disinterested or quit before the end of the project. Since a number of different people will be involved, it will take a bit of time to work out a schedule.

Many of the suggested projects, found at the end of this chapter, can be used to reach the goals of two groups. Schools are looking for interesting ways to teach required curricula and cemeteries need to develop an interest in their sites with youths. Conducting a project with students, such as an individual stone survey, will allow the students to gather data that can be manipulated in the math, science or history classroom all the while helping the cemetery group gather information for its files.

Many of the suggested projects can obtain funding from public grants and private foundations. A number of granting agencies look for interesting community partnership projects.

4. MATERIALS

Publications and other materials are the most versatile items that can be created by a group interested in the preservation of a cemetery. Most publications can be used on and off site. Publications can be used to expand knowledge about the cemetery, for research purposes, as a publicity tool, to direct visitors to the cemetery or to raise funds. Brochures, for instance, can be left at the site to be used for self-guided tours. They can be distributed at tourist centers and chamber of commerce offices to promote visitation, given out at a booth during a fair, used in membership drives and placed in applications when seeking financial assistance and outside support.

Publications and material development should be a priority for cemetery educational programming. Basic education materials that all cemeteries should create are brochures, maps and burial indexes as well as historical markers. Many publications can be developed from the research and survey work previously discussed in this manual. Funding for additional research, development and production can be acquired through public and private groups. Some items, such as videos, will take more time, money and experience to create, but many materials can be completed by members of the groups with equipment they already posses. All of the materials can be sold to cover the cost of production and to generate funds for projects not funded by other means, such as monument repair.

Before you produce any materials have the content and format evaluated by a number of people and review comments before corrections are made. Quality is important in any item created by your group.

6. PRODUCTS

Products are items that can be used as publicity tools for your site. T-shirts with images of an outstanding marker and the name of your cemetery are walking advertisements to others.

Products can be used as a sale item during special events, tours, and other activities that occur on the grounds. They can be given out as gifts to members, used as auction items, or sold to visitors that would like a souvenir. Products can be used as part of a display, exhibit or other educational venue.

Although product development can be a good way to raise funds, finding money to create the items may be difficult. Locating funds will depend on how the product is created, the purpose of the product and how the item will be distributed or sold to the public. Most granting agencies will not give funds to help create t-shirts or coffee mugs, but you may find a company or business in your area that will help with funding, providing you give them credit for their assistance.

If the product will be the outcome of an educational activity sponsored by the cemetery, you may be able to use public funding. An example would be staging a contest where the public submits photos of the cemetery for use in a calendar or a poster. To create the photos, people will visit the cemetery at different times of the year, thus reaching a goal of having more visitors at your site. If the calendar or poster is then distributed to schools as a pre-visit tool to assist with introducing students to the cemetery, then a goal of creating materials for use in local schools will be reached.

Selling products can generate money for monument repair and to develop a maintenance fund. This topic was touched on briefly in Chapter five, but a few points should be stressed here. Remember to check with an accountant to learn how you will need to report your earnings from sale items. Since you will get a better price if the items are produced in large quantities you will need to locate a place to store extra materials until they are ready to be sold. Another issue that will need to be discussed is how will you sell your products? Places, other than the cemetery office, that might be interested in helping distribute and sell cemetery-related items include gift stores, museums, chamber offices or other places frequented by visitors.

BIBLIOGRAPHY:

"Getting Started: How to Succeed in Heritage Tourism, revised in 1999, National Trust for Historic Preservation, 1785 Massachusetts Avenue, NW Washington, DC 20036/ (202) 588-6000.

OVER 100 THINGS TO DO IN A CEMETERY

TOURS

- Living history tour such as "Tales of the Crypt," where individuals select, research, write and present vignettes about the life of an individual buried on the grounds. The AHPP has created a how-to manual on producing your own living history event. The manual covers planning, supplies, tour ideas, creating scripts for guides and actors, funding, publicity and evaluation, and offers various ideas on how to use this tour to enhance appreciation of cemeteries.
- Costumed tours, on a regular, requested or special basis.
- *School group field trips: To assist in planning experiences for children, request a copy of our curriculum, "Grave Knowledge."*
- *Scavenger Hunt: There are numerous ways that this activity can be used as a self-guided tour or part of an educational activity for school groups. Print clues in the paper and invite the public to visit on their own to roam and find the answers. Create a list of items that will be seen along your tour path and ask students to find them as you provide other bits of information or allow them time to view on their own or work as teams. Have a scavenger hunt where all answers are found in the cemetery and another hunt that will require both the cemetery and visits to local libraries to locate answers.*
- Tour of Angels, obelisks and other monumental sculptures found on the site. The AHPP has some information on large-scale figurative pieces located in the state.
- History of Cemetery
- View restoration efforts
- Bus tour of many area cemeteries during the day with a picnic on the grounds.
- Bus/trolley tour of a few area cemeteries at night with dinner at a historic house or in a building on the grounds of the cemetery. Charge a fee to cover the bus and dinner, and add a bit for you fund.
- For large cemeteries offer section tour series
- Flower tour of daffodil, irises, azaleas, etc.
- Tree and shrub tour
- Bird watching tour
- Owl prowl tour or other nocturnal animal tours
- Urban wildlife tour or rural animals tour
- Star gazing tour
- Horticultural club-sponsored tour: Meet in the morning once every month or every other month and see what is in bloom before you go to work.
- Hiking tour: Provide a map of city or regional sites for a self-guided tour. The map can highlight cemeteries or include other historic properties found along the path.
- Flashlight walking tours
- Epitaph tour
- Symbolism on stones tour
- Look at the different ethnic traditions found in the burial ground
- Look at different shapes of the markers and monuments

- An everything but the gravestones tour: Look at other features associated with graves such a footstones, fountains, cradles, cast iron fencing, decorations, etc. More than one tour could be developed using this idea.
- Tours led by experts, such as geologist to discuss stones, historians to discuss history, biologist to describe plant life, or pastors to examine epitaphs; these are only a few of the people that could broaden public understanding of the cemetery and possibly connect to potential audience members.
- Women of the community tour
- Outstanding leaders, community rascals, particular professions (business, health, homemakers, etc.)
- Tour of children's markers
- Spotlight tour changing monthly or weekly, that focus on four or more individuals that led colorful, inspirational or lives that should not be emulated
- Offer regular tours and focus on people that were born or died during the month of the presentation.
- Tour buildings found on the property or associated with the property such as Chapels, mausoleums or columbaria.
- Ghost tour
- Examples of the work of a carver or monument company in the cemetery
- Advertise as a good place to take a walk
- Changes in language tour
- Stained glass tour

SPECIAL EVENTS

- Seminar for learning to identify and grow roses, irises and succulents
- Watercolor, drawing, or sculpture workshop
- Photography workshop
- How to conduct a survey workshop
- Grave rededication ceremony
- Monument inscription workshop: how to read and decipher
- Jazz concert
- String quartet serenade during a summer stroll
- Arbor Day celebration
- 5K walk/run that begins or ends at the cemetery
- Bike marathon such as Boston's Tour de Graves, a 25-mile bike tour of the city whose route travels by many city cemeteries
- Demonstrate proper cleaning techniques for markers, how archeologist locate unmarked burials, how masons cut stone
- Hold a workshop on how to conduct research using the marker as a starting point, flower arranging, or some other skill that can be found present in the cemetery
- Hold an invitational contest: One cemetery invited sculptors from across the county to submit designs for monumental sculpture; pieces were selected, created and placed in the cemetery for a public exhibit

- Sponsor a public contest, such as best photograph or painting of the site, best essay or best creative writing. Place winning entries in a calendar, book or other medium
- Hold a conference where individuals learn about preservation, history, flowers, etc.
- Hold a workshop on proper cemetery maintenance procedures
- Sponsor a seminar, such as one on historic plants led by a horticulturist or improvements in medical practices since 1900 led by a medical historian
- Have a booth or provide a tour as part of a community celebration
- Have an anniversary celebration
- Have a Memorial Day service, working with a veteran's group
- Hold a contest and serve dinner on the grounds or in a cemetery structure as a prize
- Hold an auction: You could sell products developed for the site as well as vintage clothing or other items from times periods represented in the cemetery
- Have a tour and picnic as an auction item
- Hold a Visitation Day where all cemeteries within a given area are open to the public
- Hold a signing for something written about your site or about cemeteries in general
- Have a flower show where you invite local florists to decorate a grave, include a photograph and biography of the deceased, invite the public to stroll
- Hold lunch time, evening or Sunday lectures on site that describe mourning costumes, burial practices, death omens or environmental effects on the site
- Sponsor a family or community decoration day or clean up day

PROJECTS

- Serve as a local site for a service vacation for folks from abroad. You may work with an elderhostel program for the elderly or contact churches for youth mission workers.
- Erect a monument
- Develop a volunteer program
- Have Eagle Scouts work on badge requirements
- Collect oral histories connected to your site: Record memories of family members during reunions, interview the caretaker, etc.
- Organize a speaker's bureau that can present on-site tours, off-site slide shows to community groups and potential donors, or work with teachers on and off site when using the cemetery as an outdoor classroom
- Set up a library in an existing structure on-site or at the local library, or have all cemeteries of a particular religion or region send materials on cemeteries to a designated facility
- Develop a school partnership for educational programs
- Design and erect an exhibit
- Notify the state film department of your site and offer as a possible backdrop for a movie
- If you have buildings such as chapels, mausoleums, etc. offer to groups for meeting, weddings and other events.
- Adopt-a-plot program
- Develop an arboretum by labeling old trees and placing new species around the perimeter or in the newer section of the site
- Try to seek designation as an open air museum

- Sponsor an archeological dig to take place at another site. For a list of archeological trips contact the Foundation for Field Research, PO Box 2010, Alpine, CA, 92001 or call (619) 445-9264.
- Have an awards ceremony and honor the cemetery of the city, region or state
- Seek out students that must complete a community service project and have a list of activities that they may perform

MATERIALS

- Erect a sign on the property
- Erect a historical plaque on site
- Create slide shows to help illustrate lectures
- Write a newsletter to be used for members and as a promotional tool
- Design a website
- Create an audio tape for use on self guide driving or walking tours
- Make a video of concerns and solutions, the history of the cemetery, activities of "friends group," community partnerships, etc.
- Create a calendar
- Make a map of interesting site features or people, city cemeteries, regional burial grounds, or sites found along a scenic byway
- Design a brochure for your cemetery
- Design a pamphlet for area cemeteries
- Write an educational lesson plan for your cemetery
- Design educational units for your cemetery
- Write a letter to local educators about how to use your site, including information for college professors, as well as primary and secondary school teachers
- Write a book: A burial index for genealogists, a sculpture overview for artists, a historical overview for history buffs, scary tales connected to area cemeteries for general reading, a fictional book that uses the cemetery as a setting for parts of the story, or print oral histories connected to your site. *Midnight in the Garden of Good and Evil* generated visitation to Savannah's historic cemetery
- Write an editorial
- Make a coloring book
- Design a manual for tour guides
- Write a National Register of Historic Places Nomination
- Fill in and frame family tree charts for different plots on your grounds. Hang these in you library, use as part of an exhibit, or for examples during genealogical workshops
- Create a scrapbook of "friends" activities
- Make a quilt
- Create a recipe book with traditional family dishes

PRODUCTS

- Posters of one monument, many monuments, people with the monuments that mark their final resting place, etc.
- Postcards with the cemetery logo or illustrations or photographs taken on site as part of a workshop, contest or other project
- Memo pads
- T-shirts
- Jewelry: You could recreate mourning jewelry from the Victorian era or design pieces based on outstanding markers found in the burial grounds
- Note cards
- Tote bags
- Baseball caps
- Calendars
- Flowers/ bouquets for special events
- Limited sales of clippings and seeds from historic plants
- Miniature replicas of interesting markers could be used as wall hangings, book ends or Christmas ornaments; make a limited quantity to qualify as collectibles
- Print series: Invite an artist to create one or more paintings that use the cemetery as a subject
- Puzzle

FOR MORE IDEAS:

- Mount Auburn in Cambridge, Massachusetts offers programming on a regular basis. Call the cemetery at (617) 547-7105 and request a calendar of events.

- Tomb with a View newsletter lists cemetery events from several different regions. For more information on how to order this newsletter write: Tomb With a View, P.O. Box 24810, Lyndhurst, OH 44124-0810.

- Association for Gravestones Studies, 278 Main Street, Suite 207, Greenfield, MA 01301 (413) 772-0836 www.GravestoneStudies.org

- Or call the Arkansas Historic Preservation Program at (501) 324-9880

REMEMBER THAT THESE IDEAS CAN BE MIXED, MATCHED OR ALTERED TO FIT YOUR CEMETERY AND MEET YOUR GOALS

FIELD GUIDE TO ARKANSAS CEMETERIES

The Arkansas Historic Preservation Program, an agency of the Department of Arkansas Heritage, seeks to identify the state's history through a study of " historic places." The survey is the first step towards preservation of our historical resources. Documentation of the current overall appearance and descriptions of individual features will provide important information for future researchers.

Shelter is necessary for all living things. Through time, man has shaped structures and sites to fulfill special needs. Some places are designed for work, some for play, and others for daily living. There are properties designed for specific stages of life: nurseries, retirement homes, and cemeteries.

In Greek the word "cemetery" (koimeterion), means "a sleeping place" or "dormitory." Cemeteries are the "last great necessity" for all men. Civilizations have created different ways to bury the dead and honor the deceased. The differences are based on belief systems, community structure, technology, climate and topography of the land. Through time, specific objects and structures have become typical features associated with American burial grounds.

The following information will assist in identifying typical cemeteries and site features associated with Arkansas burial grounds. The guide first covers the types of cemeteries found in the state. Secondly, an overview of site features found in historic cemeteries is provided. Finally, an examination of marker characteristics will allow you to "read a grave marker" and perform the survey activity.

A. TYPES OF 19TH AND 20TH CENTURY CEMETERIES:

1. FRONTIER GRAVES can be found from the 17th century well into the 18th century. These isolated, plain landscapes are often unrecognizable as burial grounds. Generally these cemeteries were located at the site of death and marked by a stone or wooden board. Few traces of the markers remain, especially in areas that lacked stone. Since most burials went unrecorded, the location and number of these sites are unknown.

2. CHURCH GRAVEYARDS are areas set aside for burial of the dead members of a church. The site is located next to a religious structure. The churchyard was the traditional burial place in Europe and on the East Coast. Problems with overcrowding, safety and the threat of disease caused the creation of "rural" cemeteries at the outskirts of cities. In Arkansas, communities often needed a cemetery before a church building. People could always use someone's home or the outdoors to hold worship services. Death could not wait, so it became necessary to designate an area for burial immediately after a person died.

In Arkansas, one can find religious graveyards dating from the 19th and early 20th century across the state. Some lack the church they once served. Many exhibit some clue to the religious beliefs and places of immigration of the deceased in the designs, languages and messages selected to commemorate the former congregation.

3. COUNTRY CEMETERIES "Unlike the pattern in Europe and Asia, where cemeteries are few in number, extremely crowded, and hidden behind solid walls, the country cemetery is a familiar sight along the highways of the United States." (David Sloan, Silent Cities) There are several variations of county cemeteries found in Arkansas: the family cemetery, community cemetery, and the folk cemetery.

FAMILY CEMETERIES are small, private burial places for members of an immediate or extended family, typically found in rural areas, and often, but not always, near a residence. Being located a distance from the nearest town generated a need to find a burial place within close range and having a large amount of property solved the burial problems of families in rural areas. These rectangular cemeteries are adorned with native material markers, or commercial markers if financial means and transportation routes allowed. A fence or wall to keep out roaming animals enclosed many such cemeteries.

COMMUNITY CEMETERIES are a dozen or fewer acres set aside for burial of a community's dead. The formation of many community burial grounds was a sign of an area's growing population. Often found on the outskirts of small towns on a hill or in a tree-surrounded clearing, community cemeteries tend to use east-facing homemade and mail order markers of native field stone, marble tablet markers, monuments and sculptures to mark the place of burial. Visitors of the past and present make the cemetery into a garden-like setting with real and plastics bouquets. The land for these sites were originally donated by community members or purchased by the city and holds the first settlers, foreign-born and local battle casualties.

FOLK CEMETERIES tend to be located in rural hilly areas of the state, away from population centers. European immigrants brought many of the customs practiced in "folk cemeteries" to this area, although other cultures share some of the typical features. Some of the characteristics are a hilltop location, scraped ground, mounded graves, east-west orientation, creative decorations expressing the art of "Making Do," preferred species of vegetation (cedar, gardenia and mimosa), the use of grave shelters and organized events that took place at the burial grounds (graveyard workday, homecoming, monument dedications).

Folk cemeteries will go through three phases: pioneer phase, transitional phase and modern phase. Each stage deleted a few of the previous customs. During the transitional phase, scraping the graves went from the whole yard to only the area above the grave. In the modern phase, the act of scraping is almost nonexistent.

RURAL AFRICAN AMERICAN CEMETERIES Burial of African Americans slaves took place in a designated location near the final resting place of their owners. After the Civil War, burial depended on where the individual lived; burial in urban areas often took place in a designated area within a European burial ground. African Americans who lived in rural areas created separate cemeteries based on cultural beliefs. These sites often are left overgrown and rarely visited. Jim Crow laws transformed the burial places with many urban African Americans being reinterred in new urban African American cemeteries.

4. URBAN OR "RURAL" CEMETERIES A rural cemetery is a burial place characterized by spacious landscaped grounds and romantic commemorative monuments established in a rural setting in the period of young republic and at the dawn of the Victorian era; so called for the movement inspired by the American model, Mount Auburn Cemetery (1831) in Boston, a cemetery developed in this tradition.

Arkansas does not have a pure example of a "rural" cemetery, lacking some of the important associated features such as a scenic watercourse or varied terrain. Many of our urban Victorian-era burial grounds used principals and characteristics employed in the "rural" cemetery yet chose to maintain a more orderly burial arrangement.

What can be found in the state are urban cemeteries, usually located within current city limits, though they were on the outskirts of a developing community when established. Commercial markers in family plots and grid-like roads and pathways are typical of the arrangement of an urban cemetery. Shapes, sizes and materials help to determine the economic status and available transportation of a community at a given time. Obelisks, and other monuments, vaults, tombs and mausoleums, enclosures and other buildings can be found dotted upon the landscape. Some will have angels, mourning figures and other figurative pieces. Tree, bush, and flower species popular during the late 1800s will be found decorating the burial grounds.

5. MEMORIAL PARKS are cemeteries of the 20th century cared for in perpetuity by a business or nonprofit corporation; generally characterized by open expanses of greensward with either flush or other regulated grave markers with central section monuments. Dr. Hubert Eaton initiated the move toward the memorial park cemetery in his 1917 concept and design for Forest Lawn in California. He proposed "a great park, devoid of misshapen monuments and other customary signs of earthly death," and filled with signs of life with birds, animals, plants and open green spaces. (David Sloan, Silent Cities) This type of cemetery did not become popular until after World War II.

6. MILITARY CEMETERIES are burial grounds established for war casualties, veterans and eligible dependents. 'Those established by the Federal government include national cemeteries, post cemeteries, soldiers' lots, Confederate and Union plots, and American cemeteries in foreign countries. The first large military cemetery in the United States was established in South Central Pennsylvania in 1863, shortly after the Battle of Gettysburg. By 1989 there were 110 such cemeteries in the United States containing more than a 1,000,000 nearly identical white markers." (David Sloan, Silent Cities)

Arkansas has three national cemeteries, located at Little Rock, Fort Smith, and Fayetteville. Many states also have established cemeteries for veterans. These sites are uniform green spaces that hold an orderly arrangement of similar white markers. Flat metal markers set flush against the ground mark newer military burials. Memorial Day and Veterans Day are two holidays acknowledged at military cemeteries.

7. POTTER'S FIELDS are burial grounds for strangers, victims of epidemics and the poor they are often unmarked and forgotten and usually placed in the least desirable location of a burial ground. They sometimes are marked with a central monument stating that it is a potter's field, or a cemetery that served a hospital or victims of an epidemic. The name "potter's field" comes from a Biblical reference Matthew 27:7.

A cemetery may display characteristics of one or more of the above types. An example of this is a country cemetery that has a section devoted to local military dead, or a potter's field. In a description of the site, discuss the different sections including any areas in current use. Your cemetery may not exhibit defined sections, instead new and old are mingled about the grounds. It will be helpful to collect death dates and determine when the first, last and majority of burials took place. If you are applying for the National Register of Historic Places, 51 percent of the burials must be at least 50 years or older in age.

B. COMPOSITION OF A CEMETERY:

All of these cemeteries share common site features. Typical site features found in "historic cemeteries" are entrances, enclosures, roads and walkways, retaining walls, open spaces, vegetation, buildings, grave markers and monuments. Differences in layout, design and choice of materials are a few of the elements that help distinguish different types of cemeteries.

1. ENTRANCES

Entry into the cemetery grounds is through a symbolic gateway that separates the living from the dead. Steel or wood often is used in the South to create an elaborate entrance that displays the name of the cemetery. At some sites, posts are placed on one or more sides. Made of stone and brick, names are found inscribed on metal plaques, painted on wood signs or on other creative postings. Folk cemeteries found in rural areas of the state may "Make Do" and use items that are found available at the time. In an abandoned cemetery, you may not find an entryway, much less a name.

The ornamental gateway spanned by an overhand arch comes from the tradition of the lynch gate, lich gate or corpse gate. The word lynch is Old English for "body." The lynch gate was a roofed gateway to a church graveyard under which a casket was placed before burial and funeral processions passed. Everyday visitations and vehicles would use alternate entrances.

Names of cemeteries, selection in materials and designs for gate construction can be used to date sites and define ownership. Country cemeteries will often use the last name of the individual that provided the land, a church name or a community name. Urban cemeteries liked to include religious and floral references such as Mount Holly, Holly Grove and Oakland. Newer sites, called memorial gardens, will use titles that are soothing, such as Rest Hills and Rolling Gardens.

Public cemeteries in urban settings used more expensive materials and elaborate styles. The urban centers would be introduced to popular styles before the outlying communities and would have greater ease in acquiring an elaborate gate. While some small rural communities reflect the taste of the city, others used humble traditions and materials.

You will need to describe the entrance to the site, whether it is marked or unmarked. If marked, provide a description that includes design, materials, craftsmanship, condition and any information on when and where this object was made.

2. ENCLOSURES

Separating the burial ground with some type of enclosure is a Southern tradition. In the Northeast and Great Plains, cemeteries are generally free of physical perimeter (or lot) and interior (or plot) markers, such as fences, bushes and coping. This regional difference harkens to the Northeast's rejection of British customs. In 1229, the British church agreed to place walls around graveyards to keep out grazing livestock. The main reason many Arkansas cemeteries constructed enclosures around the burial grounds was to keep out roaming beasts.

Knowledge of current site boundaries can help protect the burial place long after walls are gone and stone markers have disappeared. Enclosures can be walls, fences or a combination of both. Walls are usually made of brick, stone, metal or wood.

Some early fencing in rural mountain areas can still be found as low rock walls enclosing a few plots and lacking a opening for entry. In areas that lacked stone, wood would have been used, but few of these fences would exist today, unless they have been replaced at a later date.

By the Victorian era, wrought iron or cast iron was used with or without other materials to build fences in urban and larger county cemeteries. In the early 20th century, wire fences and gates surrounded more elaborate rural cemeteries. Many older cemeteries are found today with modern chain link fencing in efforts to secure the site and define boundaries.

Other enclosures can be found in cemeteries, such as coping that surrounds a family lot. During the Victorian era, placement in family plots was the predominant method of arranging burials within the cemetery. Families would buy a lot, erect a family monument, and as needed purchase markers that could be of the same style or a style that was popular at the time of death. The perimeter of the lot was outlined with either stone or concrete coping or cast iron fencing.

The name of the family was placed somewhere on the enclosure. The stone coping often included the name of the family on the entry step. Sometimes the entry step would have small posts at either side that listed the lot number or had carved designs. Both families and individuals could be outlined or enclosed with fencing made of iron. Individuals graves sometimes had a feature called a cradle. The cradle was used as a border for plants. Enclosing lots with fencing was at its height in the 1850s and declined in favor as the century drew to an end. The cost, maintenance concerns and a change in tastes led to this demise. It has been said that the further South one travels the more plot enclosures will be found in the local cemeteries.

You will need to discuss the number and types of enclosures, date of construction (if known), materials, craftsmanship, condition and original and current use at site.

3. ROADS AND WALKWAYS

Roads and walkways may have been formally laid out as part of the original plan, or they may be informal paths created by the traffic patterns of visitors. Different systems of roads and walkways can be created from dirt, laid in brick or paved. Early cemeteries found beside churches and in rural areas often lack walkways and may or may not have a road that circles the perimeter of the grounds. Victorian cemeteries usually followed a grid pattern path system,

naming their interior walkways after flora and famous personalities. These paths were built to accommodate a horse-and-carriage hearse. Designed for automobile traffic, memorial parks tend to use roads to create sections. The sections may be divided with one or more walking paths. Names for sections such as the Garden of Gesthamene are common.

You will need to describe the current appearance of the site, and if there have been any alterations to size or material of the roads and paths throughout the years. Also include information on placement of roads and walkways, such as whether they are located to compensate for hills or for access. If there is no road, you may want to discuss how people were meant to utilize the site, and if there are worn paths or no signs of traffic.

4. RETAINING WALLS

To prevent problems associated with high water tables, flood plains and other topographical features, many cemetery landscapes are elevated. Retaining walls, made with different materials, levels of craftsmanship and styles, are necessary on a hilly site. They hold back the earth on a steep slope, prevent markers from toppling, and keep buried remains in place. Due to the hilly topography found in the state, many northern and western Arkansas cemeteries have retaining walls.

Describe in as much detail as possible the material, level of craftsmanship and current state of the enclosures on the lot. If retaining walls are present, you may want to discuss if the topography was the catalyst for the inclusion in the design.

5. OPEN SPACES

Open spaces are important features at historic burial sites and may indicate the location of previous structures, unmarked graves or other features altered or lost over time. Sometimes the open space may contain the earliest burials, once marked with a wooden or impermanent memorial.

The open area may also be the potter's field, an area for the burial of indigent or anonymous persons, graves that often went unmarked.

Note large open spaces and depressions, if present.

6. VEGETATION

Trees and shrubs are important features of a historic cemetery. The vegetation may have been planted as a memorial, part of the original plan or as part of an earlier restoration effort. Many plants have a symbolic meaning and can be found planted and adorning markers. Traditionally, evergreens including cedars, pines, hollies, magnolias and spruce were common components of cemeteries. The eastern red cedar (Juniperus virginiana) was so common in Southern burial grounds that it became known as the "cemetery tree." Deciduous trees such as myrtles, maples, oaks and flowering fruit trees, such as mulberry, flowering peach and wild plum, can be found sheltering the graves of loved ones.

Shrubs such as lilac, boxwood, spirea, quince, forsythia, gardenia, nandina and rose are frequently found in burial places. Many of the roses and other flowers are heirloom species found only in historic cemeteries.

Perennial flowers and ground covers were often planted as a memorial. Vines such as winter jasmine and ivy were popular.

During the Medieval period a "language of flowers and herbs" developed and was used in the art, life and literature of the period. This symbolic language, where plants could spell out messages, enjoyed a rebirth during the Victorian era. Common plants such as irises, day lilies, calla lilies, garlic, lilies of the valley, peonies, yuccas and other succulents could be more than mere decoration.

Flowers sometimes are the only thing marking a grave. Many historic cemeteries are used today as arboretums and sites to observe birds and small animals.

Describe the different types of vegetation found on the grounds. List the common trees, shrubs and flowers, as well as the uncommon varieties. Discuss whether the plants were introduced or are native species.

7. BUILDINGS

Some burial grounds have buildings on them, such as a receiving house where the dead can be held until a final burial place is prepared, a church or chapel and a storage or utility shed. Victorian cemeteries began to include a bell house to toll out sorrows or summon the sexton and a gate house, located at the main entrance controlled by a gate, sometimes the home of the sexton. National cemeteries may have administration buildings staffed with full-time employees and public restrooms.

Mausoleums, or tombs are buildings or structures used for above-ground burials. The mausoleum received its name from King Mausolus of Caria, (d. 353 B.C.) whose tomb was one of the Seven Wonders of the World. The burials may be located in either the interior or exterior niches. There are private mausoleums for individuals or families. Public mausoleums are available for use by the community or a specified group, such as a fraternal organization.

These structures are found mainly in urban sites. Designed in the popular styles of the time, such as Egyptian, Classical and Gothic Revivals, brick, stone, and concrete structures held decorative stained-glass windows and elaborate doors.

Columbariums are found in memorial parks and store cinerary urns of people that chose cremation, a popular form of burial beginning in the 20th century.

Rustic cemeteries might contain a grave house or grave shed. A gravehouse is an enclosed wood structure covering one grave and topped by a peaked roof. These structures which look like an elongated doghouse, are rarely found standing within the state. Instead, gravesheds may be found, although most replace earlier structures. These buildings cover more than one grave and are made from four posts capped by a gabled roof and enclosed on four sides by some type of fencing, usually picket style. They often stand over the graves of the more prominent families in the community. British, African and Native American are a few of the cultures found to use these structures through time.

You will need to provide a complete description of each building found in your cemetery. From the foundation to the roof, include building materials, builder, style, craftsmanship, alterations, condition and original and current use.

8. GRAVE MARKERS AND MONUMENTS

The most predominant feature found on the cemetery landscape is the marker. To be a gravestone, a body must be buried with the stone. Some markers are memorials to families or to honor the dead buried someplace else.

A tombstone is associated with an above-ground burial. Marker is the term used by individuals who study cemeteries.

For an individual marker survey it is imperative that an on-site survey be performed to collect the data from each stone. The detailed description should be collected by a team of two, each ensuring the data will be correct. During the survey, you will need to record the following information for each stone: location within the cemetery, marker orientation, size, style, material, maker, inscription, iconography, other site features (enclosures, garden and funerary objects), condition of the stone and signs of previous repair work.

A general survey will note the major characteristics and types found within the cemetery as well as any unique features.

A. LOCATION IN THE CEMETERY

You will need to assign each stone a number that can later be used with a plat map to locate the specific grave. Within the historic cemetery, burials were often grouped into sections. These sections were created using characteristics such as race, religion, family ties, economic status and causes of death.

B. MARKER ORIENTATION

A compass will come in handy in defining marker orientation, or which way the marker is facing. We have taken the custom of burying individuals with their feet facing east. This burial arrangement can be found in most of Arkansas's cemeteries. Folk cemeteries bury the "wrongdoers" on a north-south axis. Some later burial sites disregarded the traditional arrangement, instead burying individuals facing any direction that followed the contour and layout of the land.

C. SIZE

A ruler or tape measure will be helpful in recording the size of the stone. Photographs of individual markers will not allow one to accurately judge proportion, nor will it allow for comparison of size with other cemetery stones, unless you use something to show scale, such as a person or stick painted in one-foot sections of black and white.

Most of the early types of cemeteries contained native stone, wooden markers and tablet stones that were less than three feet in height.

During the Victorian period, gravestones became ornate and saw a dramatic increase in size and mass. The sheer number of large, elaborate monuments displayed the rise of middle-class buying power assisted by technological and transportation innovations. Marker size was used during this period to assert the individual's wealth and social status.

Regulation of size and shape is displayed in modern memorial parks. The cemetery landscape as a business venture created the need for easily maintained grounds.

D. MARKER AND MONUMENT SHAPES

You will be asked to note the overall shape of the marker or monument. A chart is included on the survey form, but you may not find the exact shape that you are surveying. Realize that a photograph will help provide the most accurate view of the tombstone. Certain shapes and forms are particular to a specific time or place. Following are the most common marker and monument types found in Arkansas cemeteries.

TABLET MARKERS The slab form can be traced back to the ancient funerary stele. The tombstone or tablet marker is the most traditional and universal form used to mark the head of the interred.

The tablet can be placed directly in the ground or it may be inserted in a base. The base may be a different material than the top portion. If this is the case, please note the change in material in the proper space of the survey form.

Great variation exists at the top of the tablet. The simplest top, or tympanum, is the single classic curved arch or pointed Gothic arch, or may feature a flat rectangular top.

More elaborate and older baroque designs may be displayed in double or multi- curved shapes that can be convex, stepped, extended, angled, notched, or a composite of these formats.

Early markers were made from native rock and wooden boards. The rock can still be found in many cemeteries, but the wood disappeared due to time and the natural elements and was replaced by tablet markers made of marble. By the 20th century newer granite markers, block in shape, can be found as the predominant type being placed in historic and modern cemeteries to mark the graves of the recently departed, as well as some early graves that have lost their original headstones.

FOOT STONES are much smaller than the headstone. Placed at the foot of the grave, these markers usually reflect the shape of the headstone or are square. The most common decoration found on foot stones is the initials of the deceased. Others may denote relationships. Popularity of foot markers was at its height during the Victorian period.

LEDGERS are a large slabs of stone or concrete, that covers the entire body of the interred and lie flat on the ground or are placed on a low base. Sometimes the ledger is accompanied with a headstone. Other ledgers are carved with the name, date and epitaph. The ledger is a traditional form that decorated European graves and was brought to the new world.

BOX TOMBS also known as table boxes or bench tombs, are solid, rectangular raised tombs or grave markers. A way to display wealth, these stone boxes are found mainly in urban historic cemeteries. The third burial marker that has European roots (tombstone, ledger, box tomb), this type of marker can be refined or simple. There are variations in box tombs. One variation is the sarcophagus, originally a limestone box used for burial by the Romans. The limestone would hasten the rate of decay and allow the box to be used by others. You may find single, two-tiered, or duplex sarcophagi, each with a removable capstone or opening to provide access to burial space.

In areas that had lots of large stones, local people sometimes created a box tomb, many shaped like five-sided coffins. Some of these locally made box tombs were engraved with the name and dates of the deceased.

BARREL VAULTS are unseen underground brick boxes the size of the deceased. The top, seen as a hump the length of a body, is sometimes covered by plaster or cement. The ends may encase a marker for the deceased. These are much like the modern day concrete burial vaults. The barrel vault was generally made for the wealthy. It is believed to be an English contribution.

CAIRNS are graves mounded with rock. This site feature is usually found in country cemeteries where Scottish groups settled.

MONUMENT A monument is a memorial stone or a building erected in remembrance of a person or event. Monuments became popular during the Victorian period, when people were concerned about displaying their wealth and status within the community and their devotion to their family. Massive Victorian monuments reached the peak of popularity between 1860-1890. Three types of monuments found in Arkansas cemeteries are the obelisk, the column and the representational sculpture.

OBELISKS are upright, four-sided pillars that gradually taper as they rise and terminate in a pyramid. The obelisk is the most prolific object associated with the Egyptian culture used in cemetery monument design. This form was manipulated by monument companies into an object that could reach great heights while taking up limited ground space at a reasonable cost.

One of the most famous American obelisks is the Washington Monument. Either inserted directly in the ground or set upon a singular or stepped base, this is the most prolific monument shape used for marking burials.

COLUMNS, or pedestal monuments, once a sign of victory by the Romans (Column of Trajan), are used in cemeteries as a symbol of mortality. Columns were seen as more versatile in design options than the obelisk. The column could be topped with a sculptural element, such as an urn or an individual likeness. The base could be used to house the body of the deceased. Most columns found in American cemeteries were erected between 1870 and 1900.

SCULPTURE is usually representational in design and can be as small as a foot in height and as large as the imagination can dream. Religious figures, crosses and figures in mourning are only a few of the designs that may be found in three-dimensional works. Some designs exhibited different time periods and places, such as classical Greece. Other designs were portraits in stone usually found in bas-relief on markers or in classical garb in three dimensions. Rarely was portraiture created of the deceased in contemporary clothing. Although few people today have life-sized reproductions created to mark their grave, you can still find some markers that stand out from the crowd.

BEVEL MARKERS are of a style usually found in 20th century cemeteries. A rectangular grave marker, set low to the ground, they have straight sides and inscribed surfaces raked at a low angle.

FLAT MARKERS are often made of metal and are embedded in the ground. This style of marker is generally found in 20th century cemeteries. This style became popular with perpetual care sites, for they allow mowing with ease.

BLOCK MARKERS are made of granite and the type of marker most used today. Most are made of granite, and age can be determined by the amount of engraving found on the stones. The early 20th century block markers began with few images, but as time proceeded lasers were used to create individual and elaborate designs of portraits of the deceased and activities that they held dear such as hunting, travelling and other worldly pursuits.

There are many other shapes that may been found in Arkansas cemeteries. The above list describes the most frequently encountered shapes in the state.

E. MATERIALS

The selection of materials for grave markers has changed through time. Changes were brought about by technological advancements in stone cutting, popular tastes of the period and improved transportation systems. The majority of markers are made from some type of stone, although other materials can be found from various time periods and types of cemeteries. There are two ways to manipulate the materials used to create grave markers. Additive construction, where the surface is built up, cast or welded, is the manner in which materials such as bronze, zinc, concrete and iron are shaped. The subtractive method carves out a shape or image and is used to create stone markers and three-dimensional pieces. To attach two large pieces of stone, iron bars were used to pin the parts together. The subtractive method is much more difficult to repair than additive construction.

FIELDSTONE would have been one of the earliest materials used to mark a grave in Arkansas. Pioneers had to use materials that were readily available and easily carved with the few tools that were essential in creating a home in the wilderness. With the need to clear fields, tend crops and livestock and prepare for a long winter, inscribing stone was seen as an elaborate and time-consuming activity.

Most of the fieldstone markers found in the state are devoid of carved information and decoration. It is sometimes difficult to provide dates when the stone was put into place for fieldstone is still used to mark burials in some areas.

SANDSTONE is a sedimentary rock composed of sand-size grains that are bonded together with minerals. Quartz grains predominate in the type of sandstone used in buildings and markers. Used most often for markers that were created before the Civil War, sandstone can be identified by the color and texture of the stone. Usually yellow, red, brown or rust colored, markers made of this material are gritty when touched. Today, many sandstone markers are in danger of being lost due to the softness of the stone.

MARBLE/ LIMESTONE, a metamorphic stone, made up largely of calcite and dolomite, is one of the easiest materials used in marker construction to identify because of its white color. The most popular stone of the 19th century, marble markers can be found in

virtually every type of cemetery. When newly cut and polished, the stone appears white, although aging may cause discoloration. The Victorian period saw the greatest variety of color in marble. Variation in color could be due to the fact that a number of metamorphic rocks were marketed as marble. Dense limestone and dolomite were at one time distributed commercially as marble.

Italy has a long history of quarrying and sculpting marble. The first marble quarry in the United States opened in 1785 in Dorset, Vermont. The material was quarried by hand and chisel, polished with sand, water and another stone, and was extremely labor intensive. Arkansas is not without its marble quarries, located in Newton and Searcy counties, and a black marble was found in Leslie. The largest piece of marble ever quarried in the United States, taken from Izard County, was 24 feet long, 6 feet wide, and 4 feet thick. The cut stone had to be hauled by horse or boat.

By 1840, the first circular marble saw was invented, which helped speed production while the connection of railroads allowed the material to be shipped across the country. There were catalogues and pattern books that enabled individuals to purchase markers, or use the designs to create fashionable pieces locally. Sears and Roebuck sold marble markers, with a guarantee that they would arrive in perfect condition or they would replace the piece.

Due to the softness of the stone, many of the 19th century markers are eroded to the point that the inscriptions are barely legible and the images hard to define. For this reason, some cemeteries began to prohibit the use of marble. Limestone can be mistaken for marble, but limestone tends to be cream colored.

GRANITE, an igneous rock, has crystals or grains of visible size consisting mainly of quartz and sodium or potassium feldspar. An extremely hard stone, granite was not used in the creation of markers until the mid-1860s. It took the invention of steam-generated air compressors to operate pneumatic tools to make the quarrying and carving of granite practical. Because the stone is hard and unforgiving of carving errors, designs were simplified from the intricate marble motifs.

In the 1930s, sandblasting was introduced, revolutionizing the lettering and carving of granite. Today, use of computers and laser engraving have allowed people to design one-of-a-kind images and have greater flexibility in lettering options. Granite replaced marble as the choice material for tombstones in the early 20th century.

Although Scotland was associated with granite quarries and sculpting, the stone was also found in Arkansas. Granite is harder and more resistant to weather than marble, allowing one to believe that their marker may withstand time. Most markers made of granite are highly polished, although some are left rough hewn or unpolished. The stone comes in a variety of colors, gray being the most common, but also found in black, rose and reddish colors. Many polished markers look spotted due to granite's distinct mineral composition.

WHITE TITANIUM/ ZINC A blue hue allows one to instantly spot a marker made from this durable metal. Although called white bronze or white titanium, the metal used in the markers is pure zinc, a nonmagnetic metal that is heavier than iron. Zinc develops a protective coating of zinc carbonate when exposed to air; causing the characteristic bluish-gray color. The period of popularity for zinc markers was from 1890s to the 1920s. The Monumental Bronze Co. in Connecticut produced most of these markers, although there were other shops, including one in Missouri. Agents sold the markers out of catalogs. It is said that if a cemetery had more

than a dozen white bronze monuments, there was a successful agent that lived nearby during the 19th century. The Monumental Bronze Co. went under during the Depression.

Zinc was a low-cost alternative to the more expensive materials used during this period. The name "White Bronze" was used as an advertising ploy. The company catalog stated that the light gray color was more pleasing to the eye in the form of statues and monuments than the dark or antique bronze (which is amalgam of zinc, tin and copper), and the improved color entitled the company to use the trade name of "White Bronze." The markers were produced by casting in molds. Over time, zinc markers will become brittle and may experience "creep," or slow deformation from weight or other stress.

IRON can be shaped by hand, called wrought iron, or poured in a mold, called cast iron. Wrought iron is rarely found in burial grounds due to the difficulty in production and the expense. The use of iron within a cemetery can be found more often in fencing and gates than in markers. One type of marker made of cast iron tended to be approximately 20 inches tall, with rounded tops and two short sturdy legs that could be inserted in the earth. A dimensional image is found at the top and an area enclosed with glass is located below the image. This area could be used to customize the marker by placing photographs and other items under the glass. This type of marker was patented in 1887 by James Shelton of Gaston, Alabama. These iron tablets are rarely found in the Northern United States.

Another form that was created from iron was a decorative filigree cross, found mainly in Catholic cemeteries. Iron tends to show signs of rusting. Many iron pieces were painted to prevent rust from forming on the surface.

BRONZE is a popular metal used in creating outdoor sculpture. Due to the expense of bronze, it is rarely used to create markers other than the flat plaques found in modern cemeteries or the small crosses that adorn the graves of Southerners who served in the Civil War. An alloy that is formed from the combination of copper, tin, and lead, bronze can be identified by its copper color.

BRICK Although everyone is familiar with brick as a construction material, many may not realize that the earliest brick was hand made, a different size and shape, and composed of different materials. In cemeteries, brick is used to delineate family lots, create vaults, build mausoleums, and as the base for box tombs. Sometimes the brick is covered with a layer of stucco or plaster. The erosion of mortar is the most prevalent problem associated with brick.

WOOD was used for early primitive head boards and foot boards. Depending on the species and type of exposure, the lifetime of cut and shaped wood is no more than one generation. Due to the quick rate of decay, almost all of the early wooden markers have disappeared. Today, you still may find a few homemade or folk markers made from wood.

CONCRETE/ CEMENT If you find a marker made of concrete, it probably was created locally by a family member. Concrete is made by mixing a cement and a mineral aggregate like sand with water to cause the mixture to become firm. Concrete is a material that has been with us since the Romans used it to build roads. It can be colored and made to look like other materials with the addition of large aggregate. At times, objects such as marbles, were embedded into the surface.

"Cast Stone," as it is sometimes called, became popular as a sculptural material in the mid 1800s. As for tombstones, the use of concrete in Arkansas seems to date at the turn of the century. Some people made markers for family members from concrete. Other purchased cast stone monuments to place over the deceased. A general rule that will help you determine if the concrete object is hand-made or purchased is the level of craftsmanship found in the lettering and designs.

F. MAKER'S MARK

Locating the mark of the maker is a popular task in the study of New England tombstones. Many of the stones found in that region are hand-carved slate markers signed by the maker. These hand-made stones are considered one of the earliest forms of American sculpture. By the time people began to settle in Arkansas, early markers were created from the readily available materials, wood and fieldstone. Stones found in cemeteries that were created in the mid 18oos to the present may be marked with the name of an artist or company.

In early Arkansas, grave markers were created in a variety of ways. Some grave markers were made by stone masons that would travel through an area and create one or more monuments. Others were made by local people employed in other professions who would ordered precut markers engraved with the basic tombstone text and fill in with the personal information of the deceased. Some of the more elaborate markers were ordered from New England or Europe. Larger towns in the state would have a source for local marker supply.

To locate the maker's mark, look at the lower right-hand side of the base of the stone. You may not be able to locate the mark. The name is often underground due to settling of the stone, or the marker may never have been signed. Once a list of makers is compiled, trade patterns can be investigated. If no mark can be found, a search of probate records may give the name of the source.

G. INSCRIPTIONS

During the survey you will record all of the written information found on each stone. You will also describe the style and appearance of the lettering. It may be difficult to read due to effects of weathering or plant growth.

The inscription should be recorded as it appears upon the stone. Use hash marks (/) to indicate the end of a line of text. If a letter or letters cannot be read, do not write what you think is there. Instead, you should draw a line to indicate that it is unreadable.

If inscriptions are difficult to read, the following methods are suggested to assist with this task. You may use water to wet the stone, which often allows the image to be more easily seen. A mirror can be used to reflect light onto the stone, but be careful if you are near a road for it might hamper passing cars.

Do not create a rubbing to solve this problem. Rubbings can cause major damage to stones. The only time a rubbing should be created would be when the stone is so far gone that a photograph does not create a proper image and it is impossible to decipher the images or inscriptions otherwise.

Inscriptions usually display the name, birth date and death date. The inscription may provide information as to the origin of the individual, marriage status, number of children, profession and place of death. Many stones display an epitaph, which is considered a permanent document of sentiment and the essence of commemoration.

In the earliest American cemeteries, the material of the marker was not as important as the epitaph. An epitaph was originally a funeral oration (in Latin, epitaphium) spoken by the living over the dead. Families would record the best lines, for to include the entire sermon would have been quite expensive, to cut into the stone. Although the deceased individual wrote some inscriptions, most were written by the family. These messages, placed after the vital information, were meant to console the living. The message of the epitaph was meant to be studied and contemplated. The epitaph was supported with graphic symbols for those unable to read.

The two major sources for inscriptions are religion and poetry. Other messages can be instructional, humorous or personal in nature. One author has stated that inscriptions of 1776-1815 tend to talk about eternal rest and reunions in heaven. From 1815-1870, epitaphs were written to soothe the bereaved. From 1870 to the present day, many choose to have only their name and dates recorded on their marker.

The most popular source for epitaphs is religion. Religious epitaphs can be verses taken from the Bible or short-pleading prayers. Other holy books, such as the Koran, are used as appropriate. Religious verses were used to identify the deceased as being a religious soul. One often can guess the religious affiliation of the deceased by knowing what version of the Bible is quoted. Religious epitaphs are the most popular.

The second most popular epitaph is poetic versification. The selection of text reveals a number of views and attitudes on death by those who survived the loss. There are a large number of poetic epitaphs that convey short expressions of grief, such as "At Rest" and "Gone but not Forgotten."

At times an original message may be found, but these are rare. These original epitaphs provide a look at the personality of the deceased. Individuals who were not acquainted with the deceased may misconstrue the message.

Another thing to note in regard to inscriptions is the use of old English and/ or other languages, such as German. The use of a foreign language allows modern viewers to deduce the cultural heritage of the deceased.

The style of lettering may provide further information about the buried individual and the time of death. Different styles of lettering were popular at various times. Roman lettering went in and out of fashion. Roman lettering was popular in the 18th century, but fail out of favor during the early 19th century, when Italic lettering became the choice for inscriptions. Due to the ease in reading Roman-style lettering, even after weathering, it came back into fashion at the dawn of the Civil War. Both Roman and Italic lettering from the 19th century was inscribed, or cut into the stone. By the 20th century, more raised lettering appeared, due to technological advancements in stone carving. Today, use of the laser to engrave images has become popular.

The level of craftsmanship and the amount of carving will help to define the time the marker was made, as well as the social and economic status of the interred. Letters carved by a master craftsman would be consistent in proportion and level in placement. If the same letter is carved differently or the message is slanted, a family member likely chose to create a marker for their loved one.

H. ICONOGRAPHY

Many markers will have one or more images decorating the face of the stone as central motifs and border designs. These images are used to provide decoration and to further commemorate the interred individual. In the past, symbols helped to convey information to the illiterate. There are as many different interpretations as there are symbols. Some can be traced back through time through research, while others are sources of disagreement between scholars. It is believed that there are five categories for marker motifs, with four finding favor in the South. Among the four that can be found in Southern cemeteries are the certainty of death and warnings to the living, occupation and station of life, Christian life, and the Resurrection. Messages of death and warnings for the living were found in prose and verse. The other three themes can be found in images on the markers.

Anchor is an image once used by early Christians to guide one another to secret worship places. The anchor is a disguised cross when found in a Christian setting. It can further illustrate that Christ prevents people from drifting off and becoming lost. The anchor image is sometimes used to denote the deceased was a sailor. An attribute of St. Nicholas, who was the patron saint of seamen, the anchor can be a symbol for hope and steadfastness.

Angels denote spirituality. They guard the tomb, guide the soul, pray for the soul in purgatory and direct living visitors to think heavenwards. You can identify two angels using associated items. Michael bears a sword and Gabriel blows a horn. If your angel is shown without these decorations, it is one of the many guardian angels. An angel scattering flowers was a typical form of late 19th and 20th century cemetery. A cherub, a second class angel, is most often used on children's markers.

Arch is a symbol for the victory of life.

. **Banner** can be used to signify victory or triumph.

Bird is an old symbol of the soul. If the bird is in a vine it means the soul is partaking of celestial food. (See Doves for more information about birds.)

Book could allude to the Bible and resurrection or might be a symbol to indicate wisdom. A stack of books indicates knowledge. If the book is open, it can be interpreted that the person was revealed the word of God.

Chalices are symbols for wine, a drink Christians use to symbolize the blood of Christ.

Chain links, found in numbers of three or five, are a Masonic symbol.

Child a sleeping child is a Victorian death motif.

Coat of Arms is a mark of status and wealth. It may also simply be a motif to show the country of origin for the deceased.

Columns supporting the roof of heaven or sky. The column is universally associated with commemoration. It is used most often for war memorials. A **broken column** indicates a broken life and sorrow or a life cut short. Used in architecture by the ancient Greeks and Romans, the image could represent the eventual ruin or decomposition of us all. If a number of columns are tied together, each column represents a member of the family.

Cross is one of the most versatile images found on Christian markers. Christians behold the hope of resurrection in the cross. The cross can also stand for nationalist divisions, especially between the Western Church and the Eastern. Orders of crusading knights often devised their own crosses as they set forth. The cross also appears in Japanese heraldry where it stands for the four quarters of the earth or the four cardinal directions. The cross can come in a number of shapes:

Anchor Cross see information on anchor.

St. Andrew's Cross looks like the letter X. Legend has it that when St. Andrew was martyred, he could not bear to be crucified upon the same type of cross on which Christ had died, so he requested that this shape be devised for his execution.

Celtic or Irish Cross a cross within a circle, the circle standing for eternity. What you call this depends on whether you are Episcopalian (Celtic) or Catholic (Irish). This cross is often used to mark the graves of priests and monks.

Egyptian or Coptic Cross was adapted by the Gnostics and the Copts from the ancient Egyptian symbol known as the ankh, which symbolizes life.

Greek Cross has four equal arms and is used by the International Red Cross as its official emblem.

Jerusalem Cross is another crusader cross and is associated with the Church of the Holy Sepulcher.

Orthodox, Patriarchal, or Eastern Cross is one of two crosses that attained its local popularity after the Great Schism between Eastern Orthodoxy and Roman Catholicism. The top cross bar represents the sign "Jesus Christ, King of the Jews," tacked there by the Romans.

Roman or Latin Cross is another product of the Great Schism. The form seeks to recreate the actual form of the crucifix.

Teutonic Cross is an emblem adopted by the Teutonic Knights as they rampaged into Russia. The cross can be found in cemeteries marking the graves of war veterans.

Cross with rays of the rising sun indicate glory.

Cross with winding sheet represents the descent from the cross.

Cross, heart, and anchor symbolize faith, hope and charity.

Crown The crown atop the head attests to the soul's achievement. Early crowns were made of plants and derived there meaning from those herbs. (Example: Rosemary means remembrance). As men fashioned crowns out of more enduring substances like gold, they added little spikes to call to mind the power and authority of the sun. The crown can imply a reward of being faithful, the glory of death as purification, and righteousness. If the **crown is found on a cross,** the image represents the sovereignty of Christ.

Door, the overall shape of the stone symbolizes a door. The door can be an image that depicts an entrance to a new life, an opening to the house of the dead, or a passage to the unknown.

Dove is a bird that appears in both Christian and Jewish cemeteries. Protestants usually see the dove (which is found in the story of the ark, carrying an olive branch for Noah) as the Holy Spirit. Jews interpret the dove as a peace symbol. The biblical allusion to the dove also suggests a connectedness with the earth and innocence, and its color, white, represents purity and spirituality. Seven doves represent the Holy Spirit. A dove ascending to heaven is transporting the soul. A sitting dove is guarding the soul. A dove descending from heaven is an assurance of a passage to heaven.

Drapery over anything represents sorrow and mourning.

Eagles display fierceness and ascension and often are found on markers of individuals in American government due to its use as a symbol for the county, such as Civil War casualties. The eagle is also the symbol for Saint John the Evangelist.

Eye is God's eye watching over good Christians.

Fish is symbol of Christian plentifulness.

Flame from urn represents the essence of Christian life.

Flowers symbolize the life of man, frailty of life and are a symbol of impermanence. If the flowers are arranged in garlands, the victory of a pure life is being illustrated. A bouquet of flora depicts condolences and grief. A broken flower symbolizes a life terminated. A lily displays purity and is the flower associated with the Virgin and the resurrection. A calla lilly illustrates marriage and the lily of the valley is associated with purity and humility. Palm of Victory displays the salvation and the righteous man. A pansy symbolizes remembrance and humility. The rose is associated with the Virgin Mary, the "rose without thorns," and signifies sorrow and condolence and the brevity of earthly life. A poppy means sleep or death. A lotus is an Egyptian revival motif.

Fleur-de-lys is used to signify the Virgin and the Trinity.

Fruit, the product of growth, is the result of living a righteous life. This could also illustrate the concept of abundance.

Gate of death; a departure from life; entrance to heaven; death is thought as the "gateway" to heaven.

Hands were used often in Victorian advertising, indicate the person is embracing rebirth or life. Cemetery hands tend to be shown doing one of four things: clasping, praying, pointing, and blessing. All of these signs show that the deceased's relationships involve human beings. The hand says "Here I lived." From the fact of this life, the hand directs us to spiritual matters (pointing to heaven) or the endurance of human feelings (clasping hands often symbolize a marriage or other close bond.)

Harp or lyre represents heavenly music or joy.

Heart A stylized heart stand for the affection of the living for the dead. Two joined hearts on a stone mark a marriage. The Sacred Heart is a grisly image unique to Catholic memorial parks. The Sacred Heart depicts the torn and dripping muscle of Jesus, surrounded, for good measure, with a crown of thorns. The heart represents the suffering of Jesus for our sins.

Heavenly bodies Moon, sun and stars: heavenly home of blessed rising soul to heaven, setting an end of life on earth, beginning in heaven. The moon renewed life (crescent moon= Virgin). The Sun shows the renewal of life and is a symbol of glorified souls. English Christians play on the works "sun" and connect it with the Son of God. The sun has also been called "God's Eye," looking down on all of us. The rising sun symbolizes resurrection and the setting sun indicates death. Stars display the hope of a new life. Five-pointed stars have been used to represent the spirit rising to heaven. The six-pointed star, or Mogen David, now recognized as the emblem of international Judaism, was but a minor motif until its adoption by the Zionist movement in the late 19th century.

Insignia of Organizations denote membership. In the South, some of the common insignias found adorning markers are:

DAR Daughters of the American Revolution
SAR Sons of the American Revolution
CSA Confederate States of America
GAR Grand Army of the Republic
VFW Veterans of Foreign Wars
WOW Woodmen of the World, used markers shaped like logs.
BPOE Benevolent Protective Order of the Elks, a fraternal organization. Symbols for the group included an elk and a clock with the hands stopped at eleven.
IOOF Independent Order of the Odd Fellows, a fraternal organization
Masonic Order a fraternal organization for men
OES Order of the Eastern Star, a women's organization. This group used a five-pointed star with a pentagon in the star's center. The pentagon has an image of an altar with an open Bible.
Knights of Pythias a fraternal organization

Lamb Most commonly found on 19th century child markers. The lamb always stands for innocence. Christians associate it with the Lamb of God, meaning Jesus. Most of the lambs appear crouching. Some monuments show lambs with other symbols such as the cross, palm branches, crowns, chalices, etc. These lambs represent Jesus and those, such as bishops and other clergy, who serve Him. If the lamb is displayed with a banner, resurrection is implied.

Lamp stands for the word of God, truth, knowledge and good works. It also signifies the immortality of the Spirit.

Menorah The menorah far predates the Mogen David as an emblem of Judaism.

Military trappings indicates the occupation of the deceased or station in life.

Mourning Figure is a typical early 20th century funerary image. It is usually a woman and recalls the myth of Niobe, whom the gods turned into stone as she wept for her slain children.

Peacock is fabled as being incorrupt, also signifies resurrection, beauty of the soul, eternal life and immortality.

Plants Experts cannot agree whether a tree growing in the grave of a husband and wife symbolized their separation or unity. Plants used to show the embodiment of the deceased comes up often in literature and art. From our rotting remains, the grass, the trees, the flowers and the shrubs draw up our essence. There are numerous interpretations associated with plants. Wheat in strands or sheaves symbolizes the divine harvest. In sheaves, the wheat indicates an aged person has past. A thistle shows Scottish descent and remembrance. A vine is a symbol for the Christian church with connections to wine, which signifies Jesus' blood. Ivy depicts friendship and fidelity.

Rock symbolize steadfastness and stability.

Rope show eternity.

Scales are for equality and justice. Archangel Michael is often portrayed holding a set of scales to weigh the souls of the departed. Use of the scales can also display the occupation of the deceased.

Sea Shells/Scallop Shell represent man's earthly pilgrimage. They are used as a utensil, decorative border; a symbol of birth and resurrection.

Scroll represents the law or scriptures.

Sheep are the Christians, and Jesus was the shepherd.

Ship sometimes shows the occupation of deceased or man's journey through life, hardship or the Church.

Snake (tail in mouth) means everlasting life.

Sword indicates martyrdom, courage or warfare.

Torch was originally a Greek symbol of life and truth. Until the church banned such things, most people were buried at night. Torches furnished the light, which both allowed the gravediggers to see and the bearers to scare off evil spirits and nocturnal scavengers. Lit, the torch signifies life--even eternal life. Extinguished, it stands for death. It can also stand for living memory and eternal life. If the torch is elevated, resurrection is implied. If the torch is lowered, it denotes death.

Three (chains, points, leaves, etc.) symbolizes the trinity.

Trees have many interpretations such as indicating life, God's family in a new land or paradise' symbol of human life. If the tree springs from a tomb or urn, it symbolizes rebirth; if the tree is shown fallen, the death of a person is suggested. A severed branch indicates mortality. A tree trunk shows the brevity of life. A tree stump means life was interrupted. A sprouting tree shows life everlasting. An uprooted tree symbolizes an unexpected death, usually from disease. Almond tree- favor from god; Virgin birth. Cedar tree- strong faith; length of days; success. Cypress- sorrow; death; eternal life; Roman symbol for mourning. Evergreen trees- immortality. Oak tree is looked upon by some as the tree from which the cross was made. It is a symbol of Christ and evokes feelings of supernatural power and strength; eternity. Olive tree- peace,; healing faith. Palm tree- victory, martyrdom; reward of the righteous; peace. Willow tree- grief, death, sorrow and mourning carried at Masonic funerals; nature's lament for the departed soul. Yew tree- immortality.

Trumpet is a call to the glory of resurrection.

Urns Some say that a draped and empty urn attests to the soul having fled the shrouded body. The urn, however, has long been used to hold the ashes or bones of the dead. The urn could have become a symbol after the fact, being a piece of entombment equipment. The Egyptians believed that life would be restored in the future through the vital organs placed in the urn. But the urn has long been a symbol of classicism and became popular during the Classical Revival period. A broken urn indicates an aged person.

Vessel with flame represents the eternal flame or the eternal spirit of man.

Wreath originating as an ancient symbol of victory, it was adopted into the Christian religion as a symbol of the victory of redemption. It is now a common memorial symbol.

9. OTHER SITE FEATURES

There are numerous other features that are used to mark the graves of the deceased. Below is only a brief list of items found decorating graves. You may find other items prevalent in your site. Make notes on any other objects used to mark or decorate the burial site.

GARDEN PIECES, known as "cemetery furniture," became popular during the Victorian period. Benches, small tables, planters, urns, fountains and bird baths are a few items that were used to decorate cemeteries. In the past, many people would bring a picnic lunch and spend the day looking at the markers and relaxing in a park-like setting. Objects that are more commonly associated with gardens became features associated with the cemetery landscape.

FLOWERS Man has adorned the graves of the deceased with flowers since the beginning of time. Flowers serve as a way to express sympathy to the bereaved and as a tribute to the deceased. In the past, people would determine the importance of an individual by counting the number of wagons and attendants that were used for flower delivery. Since the 1950s,

artificial flowers have to a degree replaced fresh flowers and plants. Modern innovations with flowers came with the addition of urns as integral parts of the marker and clamp-on floral sprays.

SUNDIALS are a decoration intended to remind visitors of the nearness of all to death.

TOYS are often left at the graves of children. At one time both adult and child graves were decorated with various objects that were associated with their life. The custom of leaving items on the grave can be found in many cultures.

MOVING PIECES Pinwheels are a new decoration that brings movement to the otherwise still graveyard. First appearing on graves of children, pinwheels can now be seen on adult graves. The movement suggests constancy and the wind evokes spirit. For both sound and movement, wind chimes can be found in many folk cemeteries in the state.

10. CONDITION

One of the most important aspects of the survey is the record relating to the current condition of the stone. The notes you make today will help responsible parties connected to the site develop a plan for preservation. Conservators will be able to use your information to study the effects of the modern world on gravestones. Although we may feel that the stone will be here forever, many factors found in our environment hasten the decay of our oldest stones. **THE STONE MAY SUFFER FROM ONE OR MORE PROBLEMS. ALL PROBLEMS SHOULD BE NOTED IN YOUR SURVEY.**

IN PLACE It is important to note if the stone seems to be in its original location. You will have to make a decision based on placement patterns found within the cemetery. Once off site, placement can be checked with cemetery records, maps and people with connections to the site.

DISPLACED Original placement is important if the cemetery chooses to seek a listing on the National Register of Historic Places. If the stones have been moved, it is no longer a marker. The displaced stone becomes a memorial since it no longer serves the original purpose. There are different reasons that stones may be rearranged. If the row alignment seems a bit too perfect or if the stones are arranged in an odd pattern, such as a circle, most likely all of the stones in a site have been moved.

SOUNDNESS If the stones shows no signs of damage, the stone is considered sound.

CRACKS Look closely for cracks. Record the location and size of the crack or cracks as they appear on the stone. Moisture and freezing are the main culprits of cracks.

CHIPS Check to see if the marker is chipped. Note the number, approximate size and location of the chips. If the piece or pieces are found near the stone, leave them alone. If the chip is around the base of the stone, more than likely use of a weed eater or lawnmower caused the damage.

CRUMBING Effects of weather or trapped moisture in the stone can cause the stone to crumble. The marker may have been treated with a waterproofing agent. You should never use waterproofing on a stone. A waterproofing solution prevents the stone from allowing moisture to escape.

EROSION / SUGAR DECAY Once again, it will be easy to spot a stone that has been eroded. Sugaring can be identified by looking at marble markers for a fine, white, gritty substance. It may be more difficult to determine the cause of the wearing down of the stone; it could be due to weathering or pollution.

BROKEN # OF PIECES If the stone is broken into large parts, record the number of pieces that can be found. Neglect or vandalism are often the culprits of this condition.

SUNKEN/ TILTED/ FALLEN Once the ground has settled, the base may begin to sink and cause the marker to tilt. If the base is broken, the marker will tend to slant. Roots can cause the marker to tilt. If the marker is completely down on the ground, the pins holding the pieces together could have deteriorated or someone could have pushed over the monument.

FLAKING/ BLISTERING/DELAMINATION is the separation of layers of stone along bedding planes. Not all types of stone used in markers are as susceptible to this condition as others. Sandstone and shale are the two most common materials that exhibit this condition.

SOILED/ STAINED/ DISCOLORED If the marker sits under a tree, chances are you will find some type of soiling. Bird droppings, pollen and pollution will discolor the stone. Since the stone is embedded in dirt, materials in the ground can be drawn into the stone, causing mineral incrustations from salt deposits and other stains. A simple cleaning using water and a soft, natural-bristle brush will help clean the dirty markers.

MOSS/ LICHEN COVERED Moss tends to form on the northern side of markers, while lichen can be found all over. It is important to remove these growths. Lichens produce acids that promote decay in the stone. The biological growth will disfigure and degrade the surface.

OVERGROWN (VINES, GRASS, BRUSH) Is the stone covered with some type of growth? Although ivy may enhance the overall appearance of the marker, it is extremely dangerous to the well being of the stone. Other growth that is on or in close to the marker should be noted. At some point in the future the vegetation might need to be removed.

11. PREVIOUS REPAIR WORK

Gravestone preservation is a relatively new field. It is important to note repairs that were performed in the past. This information can be used by conservators to develop non-invasive techniques to preserve the stone marker. One rule that is adhered to by gravestone conservators: "Do nothing that cannot be reversed."

NONE EVIDENT If the marker appears to have no noticeable repairs, you should note "none evident."

REPLACED BASE If the base is a different material than the marker, the base may have been replaced. Remember that the use of different materials for the base was common. If you are unsure of the age of each piece, write that you can see two different types of materials, which may indicate a new base.

RESET STONES (IRON PINS) This will not be easy to identify without knowledge of the stone's history. If you have made frequent visits to the site and remember that at one time the monument was on the ground but is and now erect, chances are the marker has been reset. Iron is no longer recommended for use in pins. The iron will discolor the stone and eventually become frail. A nylon pin is the current material recommended by conservators.

ADHESIVE REPAIR Although epoxy is an excellent gluing agent, it is not something that should be used to piece a marker back together. The epoxy will discolor and become brittle over time. Once the bond is damaged, the stone may fall and break into more pieces. This is one of the most common repairs found in Arkansas cemeteries.

REINFORCEMENT (IRON BRACES, ETC.) For a stone that is tilted, some believe that bracing the marker with metal bars will keep the marker from falling. The use of iron is not recommended, due to the ability to discolor and break the stone. Some stones that are broken into large pieces can be found put back together with iron braces.

ENFRAMEMENTS (ENCASED) At one time, it was recommended to enframe or build a frame around stones that were in danger of breaking into pieces. Concrete was used in enframing. It has been found that due to the concrete being harder than most of the framed markers, the concrete has hastened the demise of the stone.

COATINGS (WHITE WASH, WATERPROOFING) Stones must breathe. Water must move freely in and out of the marker. You should never coat a marker with waterproofing. If you believe that the marker has been coated, place some water on the stone and see if it forms beads. If beads appear, your stone has been waterproofed. Some individuals like to whitewash markers. Once the stone has been whitewashed, it appears to look like a new marble marker. With closer inspection, one can see brush marks from application of the whitewash.

This guide cites the most common items found in Arkansas cemeteries. There may be objects found on your site that have not been mention. Be sure to document regional and uncommon features found in your cemetery. Hopefully, the information will help you out in the field. Have fun but remember to be careful!

GENERAL CEMETERY SURVEY FORM

1. Name of cemetery _____
   Alternate or historic name_____

2. Address and location of cemetery:
   County name _____
   City, town, or vicinity_____
   Address _____
   Directions to the site _____
   _____
   _____

3. Owner information:
   Owner's name _____
   Address _____
   _____
   Phone number _____

   Type of ownership-___private-profit ___private-nonprofit
   ___private-unspecified ____city ____county____state ____federal
   ____foreign ____Native American ____unknown

4. Surveyor information:
   Name _____
   Address _____
   _____
   Phone number _____

   DOES SURVEYOR HAVE PERMISSION FROM OWNER?_____

5. Accessibility to public:
   _____Unrestricted_____Restricted,(explain)_____
   _____ By foot _____By car
   _____ Level _____Hilly-moderate _____Hilly- steep

6. Classification:

Type: (check all that apply) ___community ___company town
___epidemic ___family ___fraternal order ___memorial park ___military
(not national) ___municipal ___national ___potter's field ___prison
___religious
___"Rural Movement" ___other (explain) _____
_____

Condition:

___ Abandoned ___ Maintained, but not in use ___ Currently in use
___ Overgrown, easily identifiable
___ Not identifiable as a burial site, but known to exist due to oral tradition
or some type of documentation.
(Name source) _____
Surroundings (use N-none, S-some, M-most, A-all):
___Commercial ___Residential ___ Institutional ___Undeveloped

Size:

Approximate size of the cemetery _____ft. X _____ft., _____Acres
Boundaries:___fence(material_____)___wall
(material) _____
___hedge ____other (describe _____)
State condition of wall, fence, hedge or other: _____
_____
Ethnic Group(s) Interred (check all that apply):
___White ___Hispanic ___Asian ___African American
___American Indian-tribe:_____ Other(explain) _____
_____

Grave Grouping (check all that apply):

___family ___fraternal order ___military ___religious ___ethnic heritage
___ other (explain) _____
_____

Groupings indicated by (check all that apply): ___curbing (material_____) ___hedge (type_____) ___wall (material_____)
___fence (material_____) ____ other (explain)_____
_____
_____

Gravestones:
Approximate number of markers (fifty years or over in age) _____
Approximate number of markers (less than fifty years old) _____
Approximate number of burials _____

Numbers of markers with burial dates from:
_____18th century _____19th century _____ 20th century

Age: _____earliest date _____most recent date

Materials (check all that apply) place a P on most prevalent material:
fieldstone _____ sandstone _____ marble _____
granite_____ concrete/cement_____ iron (cast/wrought)_____
white bronze/zinc_____ wood_____ Other (explain) _____
_____

Note if other methods of marking graves exist; such as footstones, mounding, shells, broken pottery, flowers, other types of decoration beyond markers)_____
_____
_____

Orientation of markers (N-none/very few, S-some, M-most, A-all):
___East/West ___North/South ___other
(explain)_____
_____

Decorative carvings on the markers: Provide a list of common images.
_____

_____

Are there unusual markers?: Describe _____
_____

_____

Signatures of stone carvers (specify name, town, company if available):
_____

_____

Conditions of markers: (Give approximate number)
inscriptions illegible _____ inscriptions legible _____
no inscription_____
sunken/tilted stones _____
fragments/ pieces on ground_____
broken but standing_____
damaged surfaces/chipped/ cracked _____

If other conditions or damage observed, please specify problem
_____

_____

_____

Causes of marker condition: Farming_____
Urban encroachment _____
Vandalism_____ Industrial operations_____
Custodial care_____
Other (explain)_____

_____

List any restoration efforts
(Examples: metal supports, enclosed in concrete, repaired with adhesive)
_____
_____
_____

Note any hazards imperiling the cemetery's existence:
_____
_____

List other structures and funerary objects on site and describe the condition:
_____
_____
_____

7. Historical background: _____
Year established____ Estimated Year ____ Ownership history (especially original owners)
_____
_____

Has the cemetery been listed in an existing published/ unpublished cemetery survey?_____If yes, explain: _____
_____

Are there important individuals of local or state importance buried there:
_____
_____
_____

Are there historical incidents which are of interest:_____
_____
_____
_____
_____

Are there architectural features and/or distinctive monuments:

_____

_____

Is the cemetery in its original location? _____

Are the markers in their original locations or rearranged? _____

Provide a summary of the significance of this site to local, state, or national history:

8. Sketch a map of the site with major features noted. Use the back of this form or a separate sheet of graph paper.

INDIVIDUAL MARKER SURVEY

Name of Burial Ground:_____
Contact Person:_____
_____
Marker Number: _____ Section Number:_____Lot Number:_____
Photo Numbers:_____
Recorder:_____ Date:_____
Marker Orientation: E SE S SW W NW N NE
Name on Marker:_____
Birth Date :(If noted)_____ Death Date: _____
Dimensions: _____high _____wide _____thick

Marker Types:

_____Tablet _____Tablet in socket on base:
Top:____plain curve _____gothic point _____ baroque multi lobed
____other:_____

_____Obelisk, base or bases (#)
_____ Column, base or bases (#)
Column capped by:_____
____Statuary, base or bases (#) Statuary design:_____

_____Government issue: Civil War type_____ general type_____

_____Bevel _____Flat lawn type
_____Block on base ____ Block on base with cap

___Footstone: material_____ design/initials_____ _____Cradle

____Box tomb ____Ledger ____Barrel vault
____Table tomb ____ Cairn

Material: (Mark a B for the material used for the base, if present, and place a check mark for the upper material.)

___sandstone ___brownstone ___limestone ___marble ___granite
___fieldstone ___concrete ___brick ___stucco ___white titanium/zinc
___iron ___wood ___pottery ___aluminum ___other:_____

Motifs: (Mark an M for the Main image and a B for border designs, if present.)

___angel ___book ___column ___cross ___dove ___drapery ___flowers
___gate ___hands ___lamb ___mourning figure
___torch ___urn ___wreath ___ other:_____

Maker's Signature: _____

Condition: (Check all that apply.)

___in place ___ displaced ___sound ___ cracked ___chipped ___crumbled
___eroded/sugar decay ___broken (# ___pieces) ___sunken ___tilted
___fallen ___ flaking/ blistering/ delamination ___soiled/ stained/ discolored ___moss/lichen
___other:_____

Severity of Condition: (good condition) 1 2 3 4 5 (bad condition)

Causes: (Check all that apply.)

___settling ___weathering ___vegetation ___paint ___graffiti
___vandalism ___other:_____

Previous Repair: (Check all that apply.)

___none evident ___cement ___adhesive ___iron pins
___iron braces ___stucco ___mortar ___encased (cement/iron)
___coatings (white wash, water proofing) ___replaced base
___other:_____

Enclosure Type: (Circle the appropriate material.)

___none ___iron/wood fence ___brick/stucco/stone wall ___vegetation
___brick/stucco/concrete/stone coping
___other:_____

Vegetation:

___none ___shrubbery-type: _____
___trees-type: _____
___ground covers-type:_____
___bulbs-type:_____
___vines-type:_____
___other-type:_____

Grave Goods, such as flowers, toys, sundials, wind chimes, etc.:

_____

_____

Inscription Technique:_____engraved _____raised _____painted
_____Other, describe:_____

Inscription: (Copy the inscription as seen, including punctuation, spelling, and capitalization. Use slashes/ to indicate line breaks, ?? or -- to indicate undecipherable lettering, and ( ) to show gaps. If possible, state the style of lettering used in the inscription.)

Comments and observations:

MARKER CONSERVATION FORM

Name of Burial Ground:_____
Contact Person:_____
_____
Marker Number: _____ Section Number:_____Lot Number:_____
Photo Numbers: Before:_____ After: _____
Recorder:_____ Date:_____
Marker Orientation: E SE S SW W NW N NE
Name on Marker:_____
Birth Date: (If noted)_____ Death Date: _____
Dimensions: _____high _____wide _____thick
Marker Types:

_____Tablet _____Tablet in socket on base:
Top:____plain curve _____gothic point _____ baroque multi lobed
____other:_____

_____Obelisk, base or bases (#)
_____ Column, base or bases (#)
Column capped by:_____
____Statuary, base or bases (#) Statuary design:_____

_____Government issue: Civil War type_____ general type_____

_____Bevel _____Flat lawn type
_____Block on base ____ Block on base with cap

___Footstone: material_____ design/initials_____ _____Cradle

____Box tomb ____Ledger ____Barrel vault
____Table tomb ____ Cairn

Material: (Mark a B for the material used for the base, if present, and place a check mark for the upper material.)

___sandstone ___brownstone ___limestone ___marble ___granite
___fieldstone ___concrete ___brick ___stucco ___white titanium
___iron ___wood ___pottery ___aluminum ___other:_____

Motifs: (Mark an M for the Main image and a B for border designs, if present.)

___angel ___book ___column ___cross ___dove ___drapery ___flowers ___gate ___hands ___lamb ___mourning figure ___torch ___urn ___wreath ___ other:_____

Maker's Signature: _____

Condition: (Check all that apply.)

___in place ___ displaced ___sound ___ cracked ___chipped ___crumbled ___eroded/sugar decay ___broken (# ___pieces) ___sunken ___tilted ___fallen ___ flaking/ blistering/ delamination ___soiled/ stained/ discolored ___moss/lichen ___other:_____

Severity of Condition: (good condition) 1 2 3 4 5 (bad condition)

Causes: (Check all that apply.)

___settling ___weathering ___vegetation ___paint ___graffiti ___vandalism ___other:_____

Previous Repair: (Check all that apply.)

___none evident ___cement ___adhesive ___iron pins ___iron braces ___stucco ___mortar ___encased (cement/iron) ___coatings (white wash, water proofing) ___replaced base ___other:_____

Enclosure Type: (Circle the appropriate material.)

___none ___iron/wood fence ___brick/stucco/stone wall ___vegetation ___brick/stucco/concrete/stone coping ___ other:_____

Vegetation:

___none ___shrubbery-type: _____
___trees-type: _____
___ground covers-type:_____
___bulbs-type: _____
___vines-type:_____
___other-type:_____

Grave Goods such as flowers, toys, sundials, wind chimes, etc.
_____

Inscription Technique:_____engraved _____raised _____painted
_____Other, describe:_____

Inscription: (Copy the inscription as seen, including punctuation, spelling, and capitalization. Use slashes/ to indicate line breaks, ?? or -- to indicate undecipherable lettering, and ( ) to show gaps. If possible, state the style of lettering used in the inscription.)

Name of individual/s that performed the conservation activity to the marker:
_____
_____

Describe type of conservation activity to be conducted on marker in detail:
(Remember to photograph the marker before the work is conducted and after the work is completed.)