

Missouri Community Legacies Field Kit

Introduction

What is Missouri Community Legacies?

Missouri Community Legacies is a documentation initiative of the State Historical Society of Missouri and part of its commemoration of the Missouri Bicentennial. The goal of the program is to create a “snap shot” of Missouri traditions, creative expressions, meaningful places, organizations, and institutions during its bicentennial of statehood and develop a resource – built by the people of Missouri – of long-term use to students and teachers, researchers, and others interested in the rich history, life, and culture of the state.



The program operates on the assumption that the citizens of Missouri know best what represents their particular communities, counties, and regions. Its success rests on the willingness of citizens to document and share the unique characteristics of their communities with others.

What are Missouri Community Legacies?

Missouri community legacies are contemporary, ongoing, and existent local traditions and creative expressions; meaningful places; and organizations and institutions. Local traditions might include festivals, such as Juneteenth in Kansas City or Pershing Days in Laclede. Creative expressions might include quilt art, stories and legends, or food traditions. A meaningful place is a physical site of significance to a community. This might be a park, a building, a cemetery, or maybe even a main street. Organizations and institutions may include religious institutions such as churches, mosques, or synagogues; voluntary associations, such as Rotary Clubs, Lions Clubs, bowling leagues, or other social and volunteer organizations; or professional associations.

Get Started

What is unique or representative about your community, your county, or your region of the state? The question is easier to answer than you think. Consider, for example ...

Does your community have a yearly festival? Is there a local legend shared by community members? Is there a culinary tradition a visitor should not miss out on?

Are there physical places your community treasures? Is there a statue, building, or other structure that is a point of shared memory for your community? Where do community members go for a picnic, a date, or a swim? Where do community members go to remember important moments in the community's history?

What are the organizations and institutions that make your community a vibrant place? What organizations and institutions sustain the community through tough times or make it a great place to live?

Have an idea? *Is it ideal for a Missouri Community Legacies documentation project?* A documentation project may be simple or elaborate but should be narrow in scope. The American Folklife Center recommends “three interrelated limits on your project: a specific group or segment of the population, a specific tradition or subject matter, and a specific place.”

What does it mean to document something? In this context, to document a community legacy means to research, gather materials, and develop resources that illustrate, describe, or demonstrate a unique or representative aspect about your community, your county, or your region. **A complete project includes a three to five page double-spaced written report that explains the history and significance of the subject to a Missouri community, a minimum of five but no more than ten photographs, and administrative paperwork.** Supplemental materials are welcomed. Materials will be accepted in any language.

Make sure to read this entire field kit to become familiar with the process and requirements.

Ask Questions

Now that you have a subject in mind, it is time to start asking some questions. Missouri Community Legacies has three different tracks: local traditions and creative expressions, meaningful places, and organizations and institutions. Each track raises different considerations and questions.

In the case of a local tradition or creative expression, you might ask ...

Why is this activity carried on?

Who participates in the activity? Are there rules that guide who can participate and in what ways? Have these rules changed over time?

Who is responsible for ensuring the activity continues, and how does that person or group learn to perpetuate the activity?

What does the tradition tell you about the community, county, or region where it is carried on?

In the case of a place, you could ask ...

Why is this place meaningful to the community, the county, the region, or the state? Who is it meaningful to?

What is the function of the place? Does it have a designated function?

What does it look like now, and has it always looked the same?

Was the place created by human beings or is it naturally occurring? If it was created, why was it created?

In the case of an organization or institution, you might consider ...

What is the mission and what are the goals of the organization? Have these changed over time?

How does the organization or institution go about fulfilling these goals?

What is the history of the organization or institution? Who is or who are the founders, and why was the organization or institution created?

If an organization, who can be a member? How does one become a member? Has this changed over time?

What does a “year-in-the-life” of the organization consist of or look like?

Research, Observe, and Document

Now that you have some questions in mind, it is time to conduct research, observe, and document your subject. It is recommended that you visit local libraries and archives to learn more about the event, tradition, creative expression, meaningful place, or organization or institution you have picked for your Missouri Community Legacies project. This research helps establish background, history, and context for the required written report. Research may also include interviewing individuals associated with your subject to learn more. *If you choose to record and submit interviews with your Missouri Community Legacies project, make sure to complete necessary interview release forms.*

Use cameras, audio or video recorders, or a simply a note pad to document your event, tradition, meaningful place, or organization. A complete Missouri Community Legacies project includes a minimum of five photographs that contribute to a better understanding of your subject. Descriptive information should accompany each photograph submitted, e.g. date, location, names of people in the photographs, etc. You may also gather materials to supplement your Missouri Community Legacies project. These materials may include but are not limited to flyers and programs; magazine and newspaper clippings; posters; tickets; drawings; menus; sound and video recordings; and paper collectibles.

Assemble Your Project

A complete Missouri Community Legacies project includes a three to five page double-spaced written report; a minimum of five but not more than ten photographs; and administrative paperwork.

Your written report should explain the history and significance of the subject of the project and why it was selected. Consider some of the questions raised at the beginning of this field kit to guide your writing.

Photographs provide a visual description of the subject of your Missouri Community Legacies project. Select images that best illustrate the unique or representatives aspects of your subject. To help others understand your photographs, please complete a Photograph Log form to accompany your project.

Your project may be supplemented with a variety of materials that may include but are not limited to sound and video recordings, magazine and newspaper clippings, posters, drawings, or ephemera. **Some supplemental materials require additional administrative paperwork.** For example, if you chose to include audio or video content, be sure to complete an Audio / Video Log form. If you chose to include audio or video interviews with individuals associated with your subject, make sure to complete an Interview Release Form for each participant that will allow others to access and use these interviews.

Project materials will be accepted in both physical and digital formats. Accepted electronic formats include PDF; Word document files; jpeg; tiff; wav; mp3; and mpeg.

Complete Your Administrative Paperwork

There are a few forms required to accompany each Missouri Community Legacies project. These include a Deed of Gift form, which allows the State Historical Society of Missouri and others to access and use your Missouri Community Legacies project materials; and a Photograph Log form to accompany the required five to ten photographs that go with your project. **These forms may be found at the end of this field kit.**

As noted above, other forms may need to be included depending upon the types of materials you are sending to supplement the required pieces of the project. For example, if your project includes any sound or video recordings, please complete an Audio / Video Recording Log form. If you choose to include interviews with your project materials, make sure to include an Interview Release form for each participant. These additional forms may also be found at the end of this field kit.

Submit Your Project

Once you have assembled your documentation project, make sure you have completed all necessary forms.

Determine where you need to send your documentation project. The appendix lists the State Historical Society of Missouri research centers and the counties where they collect materials. Find your county – or the county associated with your subject – to find the research center where you should submit your project.

Contact the research center to let them know you have a Missouri Community Legacies project ready to go. Staff at the research center will provide further instructions for submitting your project.

While not required, the State Historical Society of Missouri recommends creating two complete documentation files, one for the State Historical Society of Missouri and one for a local repository, e.g. a public library, historical society, archive, etc.

Once your documentation project is received, the research center will notify you that it has been received and all necessary forms have been completed correctly. Any projects received that do not have appropriate forms completed will be disposed of at the end of the collecting period, December 31, 2021, according to State Historical Society of Missouri standards.

What Happens Next?

Thank you for contributing to Missouri Community Legacies. Your project will have a permanent home at the State Historical Society of Missouri and be available for researchers, teachers and students, and the public to consider for generations to come. During the Bicentennial, selected project materials will be made available through the Missouri 2021 website. At the conclusion of the Bicentennial, your project will be part of a permanent collection at the State Historical Society of Missouri.

Appendix: The State Historical Society of Missouri Research Centers and collecting areas

Cape Girardeau Research Center

347 North Pacific Street
Cape Girardeau, MO 63701
573.651.2689
capegirardeau@shsmo.org

Bollinger
Butler
Cape Girardeau
Carter
Dunklin
Madison
Mississippi
New Madrid
Pemiscot
Perry
Ripley
St. Francois
Ste. Genevieve
Scott
Stoddard
Wayne

Columbia Research Center

1020 Lowry Street
Columbia, MO 65201
573.882.1187
research@shsmo.org

Adair
Audrain
Benton
Boone
Caldwell
Callaway
Carroll
Chariton
Clark
Cole
Cooper
Davies
Gasconade

Grundy
Harrison
Howard
Knox
Lewis
Linn
Livingston
Macon
Marion
Mercer
Moniteau
Monroe
Montgomery
Morgan
Osage
Pettis
Putnam
Ralls
Randolph
Saline
Schuyler
Scotland
Shelby
Sullivan

Kansas City Research Center

302 Newcomb Hall
University of Missouri-Kansas City
5123 Holmes Street
Kansas City, MO 64110
816.235.1543
kansascity@shsmo.org

Andrew
Atchison
Bates
Buchanan
Cass
Clay
Clinton
DeKalb
Gentry
Henry

Holt
 Jackson
 Johnson
 Lafayette
 Nodaway
 Platte
 Ray
 St. Clair
 Vernon
 Worth

Rolla Research Center

*G-3 Curtis Laws Wilson Library
 Missouri University of Science and
 Technology
 400 W. 14th Street
 Rolla, MO 65409
 573.341.4874
rolla@shsmo.org*

Crawford
 Dent
 Howell
 Iron
 Maries
 Miller
 Oregon
 Phelps
 Pulaski
 Reynolds
 Shannon
 Texas
 Washington

St. Louis Research Center

*1 University Boulevard
 St. Louis, MO 63121
 314.516.5143
stlouis@shsmo.org*

Franklin
 Jefferson
 Lincoln
 Pike
 St. Charles
 St. Louis
 St. Louis City
 Warren

Springfield Research Center

*Duane G. Meyer Library Room 306
 Missouri State University
 850 S. John Q. Hammons Parkway
 Springfield, MO 65897
 417.836.3782
springfield@shsmo.org*

Barry
 Barton
 Camden
 Cedar
 Christian
 Dade
 Dallas
 Douglas
 Greene
 Hickory
 Jasper
 Laclede
 Lawrence
 McDonald
 Newton
 Ozark
 Polk
 Stone
 Taney
 Webster
 Wright

DEED OF GIFT

1. Subject to the terms and conditions hereafter set forth and upon delivery, I, _____ (hereinafter referred to as the Donor), as the legal owner, or acting on behalf of the legal owner, hereby give, donate, and convey to The State Historical Society of Missouri (hereinafter referred to as the Society) the materials described below to become the Society's permanent property and to be administered in accordance with the Society's established policies.

2. Title and description of materials (including, but not limited to, letters, diaries, photographs, maps, books, art, business and organizational records, family papers, etc.)

3. The Donor declares the following regarding the intellectual property of the gift. Check one.

The Donor gives, assigns, and transfers to the Society title, all copyrights, and associated rights the Donor may possess in the materials upon execution of deed and acceptance by the Society.

The Donor retains all rights but gives permission for the Society to provide access to the materials according to Society policy and allows the Society to reproduce the materials for use by the Society.

The Donor does not own copyright or intellectual rights for the gift.

4. The Donor agrees that this material may be made available for research, reproduction and exhibition, according to the Society's policies and practices.

5. The Society may determine that some materials are not required for retention or that the material should be preserved in a different physical form, such as microform or digital format. In this event, the Society may:

Dispose of any materials not required for retention

Return to Donor any materials not required for retention **(It is the Donor's responsibility to notify the Society of changes to contact information. If we cannot locate the Donor, the material will be disposed of according to our policies.)**

6. In the event that the Donor may from time to time hereafter give, donate, and convey to the Society, additional materials, title shall pass to the Society upon their delivery, and all of the provisions of this deed of gift shall be applicable.

Signature of Donor _____ Date _____

Print Name _____

Street Address _____ City _____ State _____ Zip Code _____

Telephone _____ Email _____

The gift of the Donor is accepted on behalf of The State Historical Society of Missouri, subject to the terms and conditions set forth.

Signature for Society

Date

Photograph Log

If the back of the photograph is too slick to label using a soft pencil, enclose each photograph in a labeled envelope. Do not use a pen or marker to label photographs. Do not use tape, glue, staples or paper clips on photographs. List each person in photos as best as possible from left to right (L-R) on description line.

Photograph No. _____ Location _____ Date _____

Description _____

Photograph No. _____ Location _____ Date _____

Description _____

Photograph No. _____ Location _____ Date _____

Description _____

Photograph No. _____ Location _____ Date _____

Description _____

Photograph No. _____ Location _____ Date _____

Description _____

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Description _____

Photograph No. _____ Location _____ Date _____

Description _____

Photograph No. _____ Location _____ Date _____

Description _____

Photograph No. _____ Location _____ Date _____

Description _____

Photograph No. _____ Location _____ Date _____

Description _____

Interview Release Form

I, _____ [interviewee], do hereby consent to the recording and preservation of all interviews recorded by _____ [interviewer] on the date(s) of _____.

In addition, above said interviewee and interviewer do hereby give to the Trustees of the State Historical Society of Missouri, for whatever scholarly or educational purposes may be determined, all contents of interviews recorded on the above mentioned date(s), along with such intellectual property rights and copyrights that any of them may possess in this or these recordings.

It is understood that the said recording(s) and transcript are to be kept as part of the Missouri Community Legacies collection for as long as the Society believes said material to be of scholarly or historical value.

Signed: _____
Interviewee Date

Signed: _____
Interviewer Date

Conditions:

Audio and Video Recording Log

If you are including audio or video recordings as part of your Missouri Community Legacies project, please complete the audio and video recording log. Add pages as necessary.

Recording No. _____ Contributor name: _____

Contributor address: _____

Contributor city / state / zip code: _____

Contributor phone number: _____ Contributor email: _____

Contributor's organizational affiliation (if any): _____

Date of recording: _____ Location of recording: _____

Recording format: _____

Are required permission forms included: _____

Description of contents: _____

Recording No. _____ Contributor name: _____

Contributor address: _____

Contributor city / state / zip code: _____

Contributor phone number: _____ Contributor email: _____

Contributor's organizational affiliation (if any): _____

Date of recording: _____ Location of recording: _____

Recording format: _____

Are required permission forms included: _____

Description of contents: _____

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Description of contents: _____

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Contributor address: _____

Contributor city / state / zip code: _____

Contributor phone number: _____ Contributor email: _____

Contributor's organizational affiliation (if any): _____

Date of recording: _____ Location of recording: _____

Recording format: _____

Are required permission forms included: _____

Description of contents: _____
