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https://doi.org/10.22191/nea/vol24/iss1/3 Available at: http://orb.binghamton.edu/neha/vol24/iss1/3

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Cover Page Footnote
For their invaluable help with this project, I would like to thank Professor Mary C. Beaudry and Professor Ricardo Elia of Boston University, and Elizabeth Shepard, Project Manager of the Boston Historic Burying Ground Initiative. I was encouraged by Professor Beaudry to submit this paper for publication, and I am grateful for her help and comments. This project resulted from a directed study internship under the guidance of Professor Elia, and I want to thank him and the Historic Burying Grounds Initiative for making this internship possible. Very special thanks go to Elizabeth Shepard, who provided much assistance with this project and spent many hours toiling with me in the lab.

This article is available in Northeast Historical Archaeology: http://orb.binghamton.edu/nea/vol24/iss1/3
Commentary—

Historic Gravestone Fragments: A Collections Management Plan

Harley A. Erickson

The author discusses the importance of historic gravestone fragments and presents a comprehensive management plan for their collection and maintenance. The plan is the culmination of a study of a large collection of fragments belonging to the City of Boston Historic Burying Grounds Initiative. Gravestones are important historical artifacts that must be preserved. An organized and manageable collection is crucial for research, and the proper handling, recording, and storage of gravestone fragments must be undertaken with care. The collection and conservation of fragments must be ongoing and should be a top priority of preservationists. It appears, however, that few policies exist in the United States regarding the collection and handling of gravestone fragments. What follows is intended to serve as a model for gravestone fragment collections management.

Introduction

The preservation of historic cemeteries and burying grounds is a top priority for many conservationists, and rightfully so. If we do not preserve these "outdoor museums" of American history for ourselves and future generations, a vast amount of historical, genealogical, and biographical information will be lost (Erickson 1994: 2). Burying grounds and their grave markers commonly fall prey to the environment, vandals, neglect, and improper (although well intended) conservation methods (see National Trust for Historic Preservation 1993 for a comprehensive look at historic burying ground preservation). Because they are easily damaged and broken, gravestones are particularly vulnerable. Once a fragment is separated from its parent stone or partners, thieves and collectors can take advantage of its portability. In addition, broken stones and fragments are stepped on, mowed over, or buried by shifting or accumulating earth. Once separated, it can be nearly impossible to match certain fragments with their parent stones, and this lack of context results in the loss of important historical information.

For these reasons the collection, recording, and conservation of gravestone fragments is of great importance to any cemetery or burying ground preservation effort. Lack of funds, time, and volunteers, however, often prevents the conservation of fragments. When a fragment falls, it can easily lie exposed and unnoticed indefinitely. Inquiries into the policies
and aims of graveyard preservation groups, stone conservators, town and municipal agencies, historical societies, and the like have shown that very few of these organizations have devised fragments policies or management plans.¹

This article outlines a comprehensive management plan for gravestone fragments. The plan was devised using a collection of approximately 350 fragments belonging to the City of Boston’s Historic Burying Grounds Initiative (HBGI). The guidelines set forth do not represent the official policy of the HBGI, which is still in the process of formulation. The plan presented here is an outgrowth of my work with the HBGI collection, and I have tried to clarify when the opinions expressed are mine and not those of the HBGI.

Formed in 1985, the HBGI may be the largest cemetery conservation program in the United States. Administered by the City of Boston Parks and Recreation Department, it resulted from an increased awareness, which began in the 1970s, that the city’s historic burying grounds were threatened by vandalism and neglect (Atwood, Kelly, and Lipsey 1989: 2). The 16 inactive burying grounds (with more than 16,000 grave markers total) in Boston’s jurisdiction were established between 1630 and 1841, and, by the late 1970s, needed comprehensive rehabilitation. With the assistance of Columbia University’s Historic Preservation Program, the HBGI developed and implemented a three-volume, site-by-site Master Plan. This plan presented detailed preservation and conservation programs for each site, which included inventories, conservation, masonry repair, and public education and outreach (see Boston Parks and Recreation Department 1986). As a result of the HBGI inventory projects, gravestone fragments were collected from five burying grounds to improve site appearance and protect the fragments from vandalism and loss.

By the early 1980s, vandalism of historical cemeteries was a serious problem in Massachusetts. The Commonwealth of Massachusetts responded by passing protective legislation specific to burying grounds, graves, and gravestones. Under Massachusetts General Law, burial places are protected and the removal or vandalism of grave markers is prohibited. These regulations have been designed to supplement the preservation efforts of qualified non-profit organizations. For example, section 73A of Chapter 272 reads that the removal, in accordance with the rules and regulations promulgated by the state secretary, of a gravestone or other structure or thing which is placed or designed as a memorial for the dead, for the purpose of repair or reproduction thereof by community sponsored, educationally oriented, and professionally directed repair teams [is not prohibited].

(A city or town may choose whether or not to accept this section.) Preservationists wishing to undertake a burying ground project must have a permit issued by the Secretary of the Commonwealth, which may be obtained by applying to the Massachusetts Historical Commission (MHC). Similar legislation exists in Connecticut (Strangstad 1988: 87).

In accordance with the Massachusetts laws, the HBGI had been collecting gravestone fragments with the help of City of Boston Park Rangers and volunteers. At the time the HBGI did not have an official policy in place regarding collection/accessioning and collection management. A fragment collection methodology was outlined for the HBGI (see Atwood, Kelly, and Lipsey 1989: Appendix IV), but it was neither comprehensive in scope nor adhered to. In general, if a fragment was found in the field, a record form was completed on site, and in many cases the fragment was photographed. Fragments were then removed to storage facilities throughout the city. During 1994–1995, the entire fragments collection was moved to the Boston City Archaeology Lab, which was to serve mainly as a repository.

The collection at the city archaeology lab needed an organizational system and a comprehensive management plan. Fragments

¹A letter was sent to 121 individuals involved in graveyard conservation/preservation of one type or another. The letter inquired about fragments policies and asked questions such as: is there a comprehensive fragments management plan? does a policy exist regarding fragments? and is there any fragment collection? Of the 16 responders no one respondent had a comprehensive fragment-management plan. Seven have no policy whatsoever, four do not deal with fragments of gravestones, three collect and store fragments, one resets fragments or buries them if conservation is not possible, and one buries them for safekeeping.
ranged in size from approximately 1 x 1 in. to large, nearly complete stones that had been broken off from their below grade bases. Some were extremely small and without any kind of inscription or provenience. About 120 fragments had record forms and were identifiable. Fifteen others could be identified, but were lacking forms. The remaining stones were classified as “unknowns.” It is possible that the large inscribed stones may be identified in the future through extensive research, including genealogical studies, analysis of old cemetery records, or by working with previously recorded epitaph transcriptions. Because of their size and/or lack of decoration, the smallest fragments (usually those less than 3 x 3 in.) offer the least likely chance of being identified. It is impossible in most cases to match a small piece of rock to its parent stone when no information regarding its original location is available. Each of these fragment types played an important role in the development of the following management plan.

Acquisition Policies and Procedures

It is important to formulate and adhere to a uniform collection policy. Whether a fragments collection comprises fragments from one burying ground or numerous sites, there should be guidelines for preservationists and volunteers regarding which fragments are collected. A well-defined collection policy will provide for an organized and manageable collection and prevent the accumulation (in storage) of small, unidentifiable fragments. Grave-stones will continue to break and erode, and therefore, fragments collection must be an ongoing task. For this reason, timely site maintenance and monument conservation methods (including sensitive adhesive and mechanical repair) must be employed. In an ideal situation, fragments should be collected every month or two, or, at a minimum, quarterly.

Because cemeteries and burying grounds are complex cultural landscapes, they must be fully documented before any fragments collection can take place. A survey is necessary to create a permanent record and detailed map of each site. The location of each stone must be accurately recorded for reference. Detailed instruction regarding site documentation is provided in Lynette Strangstad’s *A Graveyard Preservation Primer* (1988), which is highly recommended. In Chapter 3 (1988: 23-41), she discusses cemetery documentation, recording and photographic techniques, mapping, etc. In addition, the Massachusetts Historical Commission (MHC 1993) has published a *Historic Properties Survey Manual*, which includes guidelines for the identification and survey of historic burying grounds. The MHC also supplies burial marker inventory forms for this purpose. Although the MHC manual is designed specifically for use with Massachusetts properties, it contains a wealth of information on site survey that can be applied elsewhere.

Criteria for Collection

The first step is a walkover survey of a burying ground. It is best to collect only those fragments larger than 3 x 3 in. (see above), which are either carved or inscribed and/or can be rejoined with their parent stone. Fragments that are too small or badly fragmented to be rejoined, or those without inscription or provenience information, should be left in the field to be dealt with in another manner. If large fragments or intact stones are in danger of being stolen or vandalized, they should be removed. If stones are too large to transport, they may be left in the field, but should be put out of harm’s way to await conservation or resetting in the near future. These stones can be leaned on their sides against a wall (with the carved surface facing inward to avoid lawnmower damage), or placed face-down on flat ground in a protected area. Stones stored in these ways will be less susceptible to stress at their weakest points.

Before any fragments are removed, however, a record form (FIG. 1) for each should be completed (Strangstad 1988: 50). If this is not done on site, their association with parent stones may never be recoverable. By recording fragments in their original location, the researcher has the best chance to determine the stone from which they originated. Once removed from the field, this can be nearly impossible. Some information can be completed in the lab or storage facility, but infor-
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<tr>
<td>Material:</td>
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<td>Dimensions:</td>
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<td>Carving/Inscriptions:</td>
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Collected by: ______________________
Date: __________________________
Remarks: ________________________
Suggestions: ____________________

Figure 1. Sample gravestone record form.
mation pertaining to location must be done on site. In most cases when a cemetery has been thoroughly surveyed, each gravestone will have an assigned location number; these can usually be found on the cemetery's survey map. For example, a given stone (and associated fragments) may be from "Granary Burying Ground, Section A, stone number 128."

As mentioned earlier, although small fragments should not be formally accessioned into a storage facility, they are historical artifacts and must be treated sensitively. Tiny fragments, those with no inscription, and those that appear to be little more than rocks need not be brought in and recorded. In most cases these cannot be identified, and documentation is extremely difficult or impossible. Those that are too damaged to be rejoined with their parent stone also fall into this category. These fragments should be gathered together and buried below the frost line, in a documented location in the burying ground from which they came. They can also be placed in an above ground tomb for safekeeping. This way, they will be available if needed or desired in the future. If brought into the repository or lab with the other fragments, they would only take up valuable space. Burying them is a safe and practical alternative. Bear in mind that the burial location must be away from any foreseen digging or maintenance activity, and that environmental conditions such as frost heaving can disrupt the burial place. For this reason, placing fragments in a box within a tomb is the recommended on-site storage method.

Before a fragment is transported, it should be carefully cleaned of dirt and debris. Use a soft, natural bristle brush with water to clean stones. Commercial cleaners should not be used because they negatively affect a stone's surface. Acid washing, sandblasting, and harsh scrubbing are equally dangerous and should never be attempted on gravestones.

After cleaning, fragments should be placed carefully in boxes or on palettes. Care should be taken not to stack them, else scraping and breakage could occur. Ideally, boxes should be numbered and the corresponding record forms placed in same-numbered folders so they can be easily matched at their final destination. Large fragments can be transported individually, but their extreme weight can result in further damage if not moved carefully. It is advisable to wrap them in towels or blankets to protect them during transportation. Small fragments may also be wrapped for their protection, but must be unwrapped immediately upon their arrival to the storage facility. Otherwise, mold and mildew can form within the wrappings and adhere to the fragments, particularly those made of marble.

Once a fragment has been brought to its repository, a black and white photograph and/or sketch should be made of each fragment so that a visual record may be kept on file. This can also be accomplished in the field if desired. Small drawings can be done on the survey forms, and 3 x 5 black and white photographs can be glued (or paper-clipped with plastic or plastic-covered clips) to the upper left corner of each form. Alternatively, photographs can be developed on contact sheets that can be stored in archival sleeves with the forms. Photograph negatives should be placed in archival safe sleeves and stored in a fireproof box or cabinet. Another method of recording each stone is to make a careful rubbing of each on a large sheet of high quality paper. The sheets can be labeled in one corner with location information and then stored in flat-drawer map cabinets. The result is a clear picture of each inscription/carving and the stone's outline. As a full-size imprint of a fragment, rubbings are extremely useful for study and show detail not always visible in photographs. The HBGI does not use rubbings for recording and does not recommend it. Gravestone rubbing is prohibited in Boston burying grounds, as it is in many areas, because repeated and improper rubbing causes irreversible damage to gravestones. In my opinion, if a properly done rubbing is made by a trained preservationist for recording purposes only, there is no need for alarm. To prevent further damage, however, a rubbing should not be attempted on a fragment that is extremely fragile or crumbling.

Staples and metal paper clips should not be used as they rust if exposed to humid conditions.
Fragment Recording

Fragment record forms should be printed on acid-free paper, and information should be recorded with suitable archival pens. The form should contain the following information: fragment number, shelf/box number (if necessary), location (site, section, row, stone number, name on gravestone), number of fragments, material (e.g., slate, sandstone, etc.), dimensions (height, length, width), a transcription of what is written on the stone and a description of any ornamental carving. It is also helpful to include the recorder’s or collector’s name, collection date, remarks (for instance, if a stone or fragment is reset in the field it can be indicated here), and a space for future suggestions. When completing a record form in the field, the recorder may be tempted to fill in only the basics and leave the rest for later. If left incomplete in the field, it is unlikely it will be completed later, and information obtainable only in the field will be permanently lost. Therefore, completing the form while a fragment lies in its original position in the field is essential. The completed fragment record forms, along with their corresponding photographs and pictures, should be stored in a safe, dry place where the records will be accessible and well organized.

When a fragment is brought in from the field, it should be assigned a fragment or accession number. This number can be used when referring to a particular fragment and will make tracking a fragment and its corresponding data much easier. A master list can be compiled listing fragments in order by their fragment numbers, and should include parent stone number and the name of the person to whom the stone belonged. Fragment numbers should begin at 1 (e.g., F-1) and follow in numerical sequence.

Fragment Labeling

A labeling system is vital for an organized collection, and every fragment should be labeled, making it readily identifiable. A labeling system should be effective, efficient, and easy to understand. I recommend using both a numerical and color coded system: numbers for accuracy and identification, and color coding for easy identification and matching with a particular group. Large, white, self-adhesive rectangular labels should be put on each stone. (Plain, white, removable name badge labels work best.) Draw a dividing line in the middle of each label, with the upper area reserved for the gravestone survey number and the area below for the fragment number. Leave a space in the bottom right corner of the label, where a colored adhesive dot of approximately 3/4 in. in diameter can be placed. Each site represented in the fragments collection can be assigned a color (e.g., Granary = green, King’s Chapel = red, Phipps Street = blue, etc.). This provides an “at a glance” identification of the fragment’s original location. If a fragment collection represents only one burying ground, the colored dots may be used instead to represent sections of the burying ground, or any number of other useful variables. Fluorescent orange dots, for example, can be placed on fragments that have no provenience, to designate “unknowns” that may be identified in the future. This labeling system makes logical sense and the labels stick well to stone when applied to a clean, flat area. Figure 2 illustrates this labeling system.

In addition to this label, a tag should be used to designate those stones that should or are able to be reset in the field. The tags should stand out, so that stones to be reset can be singled out by the contractor or stone conservator. For this purpose, large, red tags with a string at one end work well. “Field” can be written on each of these, and the tag taped to the label of each stone to be reset, or on a part of the stone that is clearly visible. Taping these tags to part of the label ensures their adherence to the stone. This labeling/tagging system is both practical and efficient.

Storage

Fragments should be stored flat (not stacked) on strong shelves. Small fragments may be boxed, but as mentioned earlier, care must be taken not to cause further breakage. The storage area should be dry with a constant humidity level, to prevent mildew and mold growth on both the stones and packaging materials. Stones should be stored so that they can be easily accessed, with shelves and boxes labeled to correspond with their contents. The
colored dots may be used on the shelf and box labels so that any fragment that is removed can be matched with its storage location. It should be noted that a fair amount of space will be needed to house a sizable fragments collection, but unfortunately space is not always available. This is a good opportunity to forge partnerships with local museums and historical societies who may be able to provide secure storage space. All fragments must be stored on strong platforms. Even a small fragment can be extremely heavy due to the density of rock, thus putting a great amount of stress on shelving units.

**Fragments to be Reset**

All resetting and stone repair should be undertaken only by an experienced stone conservator or organization specifically trained in burial marker conservation. A conservator should have at least five years’ experience working with gravestones and the different types of materials from which they are made. The conservator or organization should be able to provide examples of successfully completed work and have a strong working knowledge of the latest adhesive repair techniques. Improper conservation efforts could do a great deal of harm to a stone and pose a greater threat than an unearthed or heaved condition.

Budgetary or staff restraints can limit the number of stones that can be reset. Those to be reset should be selected on the basis of artistic merit, historical importance, condition, and suitability for resetting. Large fragments may be reset in the field providing they have at least 12 in. of base material that can be reset in the ground below the frost line. If stones do not have a large enough base, they risk being pulled out of the ground by vandals, and tumbled and heaved by freeze/thaw cycles. Fragments that do not have large enough bases may still be reset using various adhesive and mechanical repair techniques. Small fragments may also be returned to the field if the proper conservation methods are available. In many cases, however, it is difficult to re-adhere a shattered stone. Also, a fragment’s surface must be strong and in a good state of preservation for successful resetting and/or mending. Once mended, markers tend to be weak and at the mercy of the environment, and may fall off again.

**Making Data Accessible**

Gravestones and fragments can provide a wealth of information for scholarly research and should be made available for study. They can provide useful information to historians, archaeologists, genealogists, stone conserva-
tors, preservationists, and anyone interested in gravestone studies. In addition, a fragments collection can be used for educational purposes. Data can also be made widely available with a computer database.

Creating a Fragments Database

Creating a fragments database is vital to the successful documentation of a fragments collection. A database allows information on the collection to be accessed, compared, and studied with ease. Even though large databases for gravestone studies already exist (the Association for Gravestone Studies is currently compiling one, for example), a fragments collection should have its own database based on the organization's accession principles. The database should be curatorial in nature and configured to address the needs of the particular type of collection. Software such as Q&A (Symantec), which allows for the easy creation of a database that is both user-friendly and flexible, is recommended. Database fields should list all information collected via the fragment record form. Adding supplementary information, such as the name of the stone carver or death date to the database, will, of course, make the body of information more complete. Any program should allow for flexibility so new fields or categories can be introduced at any time and the database altered accordingly.

A database created based on these principles would be useful not only for record keeping but for research projects that require specific information as well. For instance, records for all Granary Burying Ground (1660) fragments made of slate and depicting a death's head, recovered from Section B of the site, could be specified, and quickly brought up. Also, a researcher studying stone weathering patterns could request the records, for example, of inscribed slate fragments from King's Chapel Burying Ground made before 1750. Each identified fragment would have a separate record on the database and information regarding unknowns could be included in the same or a separate related database. Those fragments that have been returned to the field can be included, along with recommendations for the treatment of other stones.

Using Stones for Educational Purposes

Small decorated fragments of artistic merit or historical importance can be put on display for the public to enjoy in a museum, historical society, or other institution affiliated with a particular burying ground. Under ideal circumstances, stones should never be removed from the field for museum purposes as these sites are giant outdoor museums in and of themselves. The reality is, however, that many fragments cannot be returned to the field. If properly displayed and curated, these fragments can be used to educate the public about burying ground preservation. Different types of researchers (those studying stone carving, for example) could also benefit from the use of these fragments. It is important to educate the public about the need to preserve historic burying grounds, and informative displays can help to foster the public's appreciation for them. Putting fragments of unknown provenience to use in this way rather than burying them also ensures their safety.

Educating the public on graveyard preservation can also be accomplished through carefully supervised rubbings programs, using fragments that have little chance of being returned to the field. These fragments must be in an excellent state of preservation so that their safety is not compromised. Small fragments can be easily transported to classrooms, to illustrate to children the importance of preserving our nation's heritage.

Conclusion

To ensure the proper handling of gravestone fragments, an ongoing fragments program is needed and recommended for every agency or organization responsible for burying ground conservation (FIG. 3). Ideally, fragments should be collected on a regular basis from each graveyard, a record form should be completed in the field, and fragments should be brought to the lab to be photographed, labeled, recorded, and entered into a database. These could then be stored, buried, and reset in the field as outlined previously. Such a program is not always possible, however. Funding, staffing, and a volunteer program, as well as a lot of work, are required. These guidelines are intended to help preservation groups who
would like to create and maintain a fragments collection. They may be used wholly or partly, and if properly implemented, can function effectively. An organized and well-managed collection is crucial for research and further collections work, and it is my hope that this paper will serve as a model for proper gravestone fragment collections management. Additionally, I recommend that anyone wishing to undertake the management of an archaeological collection read the Society for Historical Archaeology's *Standards and Guidelines for the Curation of Archaeological Collections* (1992). These guidelines provide a general overview of collections management and outline important steps in collection curation.

At a workshop on collections management, it became clear that curators, museum professionals, and other groups responsible for archaeological collections management use a variety of archival, storage, and management techniques. These professionals use different methods according to their unique situation. What may be feasible or practical for one collection may not work for another. Techniques used in collections management must ensure the safety of the artifacts as well as effectively and thoroughly document them. During all aspects of collections management, it should be kept in mind that a collection should be well organized and accessible. Such a collection is invaluable for continuing research,
while a neglected and poorly documented one does little to preserve the archaeological record.

This management plan has worked nicely for the HBGI fragments collection. The collection is now in order and occupies its own room in the Boston City Archaeology Lab. The fragments have been sorted and stored by graveyard, and can be easily identified and viewed. Record forms for the collection are safely housed at the Boston Parks and Recreation Department, and a database exists that contains a record for each identified fragment. Approximately 25 of the largest fragments were chosen for resetting in the spring of 1995, and it is expected new fragments will be added to the collection during the upcoming year.

Acknowledgments

For their invaluable help with this project, I would like to thank Professor Mary C. Beaudry and Professor Ricardo Elia of Boston University, and Elizabeth Shepard, Project Manager of the Boston Historic Burying Grounds Initiative. I was encouraged by Professor Beaudry to submit this paper for publication, and I am grateful for her help and comments. This project resulted from a directed study internship under the guidance of Professor Elia, and I want to thank him and the Historic Burying Grounds Initiative for making this internship possible. Very special thanks go to Elizabeth Shepard, who provided much assistance with this project and spent many hours toiling with me in the lab.

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