

24:52:01:02. Conditions for accessioning objects. Accessioning is the process of accepting and incorporating an object into a museum collection. The museum director shall approve all acquisitions. Museums may accept objects only under the following conditions:

(1) The objects are relevant to and consistent with the purposes and activities of the museum;

(2) The museum can provide for storage, protection, and preservation of the objects under conditions that are consistent with professional standards in the **Manual for Museums** and **Museum Code of Ethics for Museums**; and

(3) The museum can acquire valid title to the object in question.

Source: 13 SDR 23, effective September 1, 1986.

General Authority: SDCL 1-18C-12.

Law Implemented: SDCL 1-18C-12.

References: **Manual for Museums**—, by Ralph H. Lewis, Washington: National Park Service, 1976. Copies may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402; \$4.70.

Museum Code of Ethics for Museums, Washington: American Association of Museums; 1978. Copies may be obtained from the American Association of Museums, 1055 Thomas Jefferson Street, NW, Washington, DC 20007; \$3.

24:52:02:01. Justification. Deaccessioning is the process of permanently removing an object from a museum collection. The board may deaccession museum objects under any of the following circumstances:

(1) The objects have lost their physical integrity, identity, or authenticity;

(2) The objects are no longer relevant and useful to the purposes and activities of the museum;

(3) The museum cannot store, preserve, or use the objects under conditions that are consistent with professional standards in the **Manual for Museums** and **Museum Code of Ethics for Museums**;

(4) The collection would be improved through the sale or exchange of objects for new acquisitions; or

(5) The Native American Graves Protection and Repatriation Act of 1990; Pub. L. No. 101-601; 25 U.S.C. § 3001-3013; 104 Stat. 3048-3058, as in effect on January 1, 1994, applies to the objects.

Source: 13 SDR 23, effective September 1, 1986; 20 SDR 114, effective January 23, 1994.

General Authority: SDCL 1-19A-11.

Law Implemented: SDCL 1-19A-11.

References: **Manual for Museums**, by Ralph H. Lewis, Washington: National Park Service,—1976. Copies may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402; ~~\$4.70~~.

Museum Code of Ethics for Museums, Washington: American Association of Museums, 1978. Copies may be obtained from the American Association of Museums, 1055 Thomas Jefferson Street, NW, Washington, DC 20007; ~~\$3~~.

24:52:05:02. Fees for services by State Historical Society. The fees for services provided by the State Historical Society are as follows:

(1) Photocopying:

(a) Letter and legal size, \$.25 for a black and white exposure and \$.50 for a color exposure; 11" x 17", \$.50 for a black and white exposure and \$1.00 for a color exposure, with a minimum charge of \$5 for mail orders; oversize copies (larger than 11" x 17"), black and white, ~~\$3.00~~, \$5.00 color ~~\$6.00~~ \$10.00;

(b) Survey-Plats, \$3;

(c) Survey notes, \$.50;

(d) K-12 and post-secondary students researching at the Cultural Heritage Center receive a 50% discount on fees;

(2) Microfilm reproduction/inspection/loan:

(a) Photocopy from a reader/printer, \$1 an exposure. K-12 and post-secondary students researching at the Cultural Heritage Center receive a 50% discount;

(b) Reproduction of a reel, ~~\$32~~ \$40;

(c) Jacketed fiche reproduced from a reel, ~~\$.15~~ \$1.50 a jacket;

(d) Interlibrary loan of microfilm for four weeks, ~~\$8~~ \$10 a reel;

~~(e)~~ (i) Replacement cost for lost interlibrary loan microfilm, ~~actual cost, with a minimum charge of \$40~~ \$50 a reel;

(ii) Interlibrary loan late fee charged after five weeks of receipt, \$10 per reel

~~(f)~~ (e) Customer service reproduction of Silver silver copy of microfilm; \$45 a reel;

~~(i) Customer service reproduction, actual cost, with a minimum charge of \$30;~~

~~(ii) Archives reel, actual cost, with a minimum charge of \$40 a reel;~~

(3) Microfilm production:

(a) 16 mm microfilm, ~~\$75~~ \$85 a reel;

(i) 16 mm microfilm/microfiche scanning:

(A) Greyscale TIFF/JPG ~~\$0.05~~ 0.10; PDF/crop/split pages \$0.10; bookmarking/indexing ~~\$0.10~~ 0.20; OCR ~~\$0.15~~ 0.20; disk \$1.00;

(B) Bitonal TIFF/JPG ~~\$0.05~~ 0.10; PDF/crop/split pages ~~\$0.05~~ 0.10; bookmarking/indexing ~~\$0.10~~ 0.20; OCR ~~\$0.10~~ 0.20; disk \$1.00;

(C) Original customer orders include silver and diazo

(D) Services not listed in this section, \$20 per hour plus costs

~~(ii) 15% discount for microfilming services for microfilming and scanning together;~~

(b) 35 mm microfilm, ~~\$95~~ 110 a reel;

(i) 35 mm microfilm scanning:

(A) Greyscale TIFF/JPEG \$0.10; PDF/crop/split pages \$0.10; bookmarking/indexing \$0.20; OCR \$0.20; disk \$1.00

(B) Bitonal TIFF/JPEG \$0.10; PDF/crop/split pages \$0.10; bookmarking/indexing ~~\$0.10~~ \$0.20; OCR \$0.20; disk \$1.00;

(C) Original customer orders include silver and diazo

(D) Services not listed in this section, \$20 per hour plus costs

~~(ii) 15% discount for microfilming services for microfilming and scanning together;~~

~~(4) Audio and video reproduction:~~

~~(a) Audiotape reproduction, \$10 a tape;~~

~~(b) Videotape reproduction, \$22 a tape;~~

~~(c) DVD reproduction, \$24 a disc;~~

(5) Electronic Imaging and Scanning:

(a) ~~\$10.00~~ \$15.00 per visual scan; not including textual documents;

(b) ~~(i)~~ \$10.00 per visual scan; not including textual documents, for South Dakota State Historical Society members, South Dakota state, local, tribal government agencies, and South Dakota not-for-profit organizations;

(c) ~~(b)~~ Digital camera use for text; \$15 per day;

(d) ~~(e)~~ K-12 and post-secondary students researching at the Cultural Heritage Center receive a 50% discount on scans;

(6) Use fees apply to all photographic and digital images. The State Historical Society of South Dakota charges a use fee based on its ownership of the physical materials in its collections. Payment of the use fee does not constitute permission to reproduce works that are copyrighted. Users must determine on their own whether the use they intend to make of images invades copyright, rights to privacy, or other rights. Use fee are payable at the time of publication and are nonrefundable:

(a) One time use charged per image:

(i) Private use, public lectures, classroom instruction, or research, no use fees;

(ii) For-profit corporations, partnerships, private business, and individuals:

(A) In-state: \$10 an image;

(B) Out-of-state: \$25 an image;

(iii) International: \$30 per image;

(iv) Not-for-profit corporations (must provide a copy of IRS verification) and out-of-state government agencies:

(A) In-state: no fee;

(B) Out-of-state: \$10 an image;

(v) South Dakota State Historical Society members: no use fee for up to 10 images per project;

(vi) South Dakota state, local, tribal government agencies, and South Dakota not-for-profit: no use fees;

(b) Revised editions and multiple languages constitute a reuse and must be applied for in writing;

~~(c) Use fees after 10 items are discounted 20 percent;~~

~~(c)~~ ~~(d)~~ Promotional use of images negotiated by contract;

(7) Records certification, \$5 \$10 in addition to copying fees;

(8) Archaeological services:

(a) Collection curation:

(i) Box fee:

(A) 8"x10"x3" box, \$50;

(B) 12"x6"x5" box, \$75;

(C) 12"x18"x5" box, \$225;

(D) 12"x15"x10" box, \$375; and

(ii) Processing fee: \$75 minimum; each additional hour after the first hour, \$60;

(b) Collections maintenance: \$3.50 per cubic foot per year;

(c) Curation agreements: \$250 per individual per year;

(d) Loan processing: \$75 minimum, \$60 for each additional hour after the first hour;

(e) Archaeological permits: \$250 per project;

(f) ARMS database and GIS access:

- (i) \$1,200 per year for institutional use (up to 10 users); or
- (ii) \$300 per year per individual; or
- (iii) \$40 per hour per workstation for in-house access;
- (g) Record search, \$75 minimum; each additional hour after the first hour, \$60;
- (h) Other staff assistance, \$60 an hour;
- (9) State Archives research services:
 - (a) Search of a single record, such as a single newspaper, a single census record, a single naturalization record, a single cemetery record, or a single book, ~~\$10~~; \$15
 - (b) Search of multiple records, ~~\$20~~ 25 an hour;
- (10) Electronic document delivery services:
 - (a) Delivery by facsimile, \$2 per page;
 - (b) Delivery by email, \$2 per page; and
- (11) Services not listed in this section, ~~\$20~~ \$30 an hour plus costs ~~or by contract~~.

~~(12)~~ The South Dakota State Historical Society reserves the right to waive fees on an individual basis at the discretion of either the society director or program officer. The waiver of fees may be made only upon approval of a written application.

~~(13)~~ The South Dakota State Historical Society reserves the right to refuse requests for digitization, photocopying or microfilming if, in the opinion of the State Archivist, the act would produce an undue burden on staff, or would result in inappropriate use and/or dissemination of State Archives collections.

Source: 13 SDR 90, effective January 22, 1987; 16 SDR 118, effective January 22, 1990; 20 SDR 114, effective January 23, 1994; 20 SDR 218, effective June 30, 1994; 22 SDR 20, effective August 20, 1995; 24 SDR 73, effective December 4, 1997; 26 SDR 168, effective June

25, 2000; 28 SDR 182, effective July 10, 2002; 32 SDR 129, effective January 31, 2006; 35 SDR 82, effective October 22, 2008; 36 SDR 103, effective December 8, 2009; 39 SDR 100, effective December 3, 2012; 42 SDR 14, effective August 10, 2015.

General Authority: SDCL 1-18-31.2, 1-20-21.1.

Law Implemented: SDCL 1-18-31.2, 1-20-21.1.

24:52:05:07. Museum rental and admission fees for private functions. The fees for rental of and admission to the museums of the South Dakota State Historical Society for private functions are as follows:

Lobby	\$150 <u>\$200</u> Member/ \$200 <u>\$250</u> Nonmember;
Education Room/Lobby	\$150 <u>\$200</u> Member/ \$200 <u>\$250</u> Nonmember;
Education Room	\$50 <u>Member</u> / <u>\$75</u> Nonmember;
Observation Gallery	\$75 <u>and \$100</u> Member/ <u>\$125</u> Nonmember;
Entire Museum	\$200 <u>\$250</u> Member/ \$250 <u>\$300</u> Nonmember.

State Historical Society staff will be on duty throughout the function. No individual admission fees are assessed for private functions.

The board may authorize free rental and admission for a private function. The board shall base its decision on the following:

- (1) The promotional value to the museum;
- (2) The number of persons affected; and
- (3) The cost to the museum.

Source: 20 SDR 218, effective June 30, 1994; 35 SDR 82, effective October 22, 2008.

General Authority: SDCL 1-18-31.2, 1-20-21.1.

Law Implemented: SDCL 1-18-31.2, 1-20-21.1.

24:52:05:09. Fee for United States Geological Survey map for national register. ~~If an applicant for the national register does not provide a United States Geological Survey map, the State Historical Society shall assess the applicant a fee of \$9.50 to cover its purchase.~~

Source: 24 SDR 73, effective December 4, 1997; 36 SDR 103, effective December 8, 2009.

General Authority: SDCL 1-19A-5, 1-19A-11, 1-19A-29.

Law Implemented: SDCL 1-19A-3, 1-19A-11.1, 1-19A-13.2, 1-19A-19.

24:52:11:01. Archivist must approve destruction of state records. Any state government agency planning to destroy agency records, as defined in subdivision (3 2) of SDCL 1-18C-1, shall submit a destruction authorization request to the state archivist 30 days before the date of the proposed destruction. The request shall provide the archivist with the following information: name or title of the records, inclusive dates, information content of the records, and quantity. After receiving and considering the authorization request, the archivist shall certify in writing that the records have no permanent value before the agency may destroy the records. If the archivist believes the records have permanent value, they shall be transferred to the archives resource center.

Source: 3 SDR 15, effective September 6, 1976; 11 SDR 96, 11 SDR 112, effective July 1, 1985; transferred from § 24:51:01:01, January 23, 1994; 26 SDR 168, effective June 25, 2000.

General Authority: SDCL 1-18C-12.

Law Implemented: SDCL 1-18C-5, 1-18C-7.