



**2021-2022**

# **Docent Information**

*WASHINGTON COUNTY*

*Daughters of Utah Pioneers*

*McQuarrie Memorial Museum*

*Street: 145 N. 100 E., St. George, UT 84770*

*Telephone: 435-628-7274*

*Mailing: P.O. Box 2619, St. George, Utah 84771*

**Effective 6/1/2021**

**MUSEUM HOURS**

**10:00 AM to 5:00 PM** - Closed Wednesday and Sunday - **December hours 11 AM to 3 PM**

Thanksgiving Day, Christmas, New Years Day are only Holidays we are closed. Open for all others.

**Docent Shifts:**

**Morning (AM) 10 AM to 1:30 PM**

**Afternoon (PM) 1:30 PM to 5 PM**

*Instagram: **DUP McQuarrie Museum***

*FaceBook Page: **DUP McQuarrie Memorial Museum***

*McQuarrie Memorial Museum Website: **<https://dupstgeorge.org>***

*DUP International Website: **<https://dupinternational.org>***

Revised 8/1/2021

## QUICK GUIDE

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# Thank you for coming, on time, on your scheduled day!

**The Daughters of Utah Pioneers (DUP)** was organized as a service organization to share our Pioneer heritage, Our Museum is a large part of that responsibility. There is a great need for Docent service all of the time. Your help is needed!

You are more than a volunteer giving time and service. It is indeed an honor, privilege and responsibility to be a Docent. As a Museum Docent, you may be the only representative of the DUP, early Pioneers or Washington County Communities, many of the hundreds of visitors from all over the world will ever have contact with. It is our generation that can explain, with love and appreciation, insights into Pioneer life. We offer a step back in time by exhibiting Pioneer treasures and necessities. A Docent is a hostess, guide and storyteller with interesting information who is courteous and friendly.

## IMPORTANT POINTS TO ALWAYS REMEMBER:

- Your Museum key opens both outside doors on east side of building. The two handicap doors are locked but if necessary your key will unlock them (from the inside only). To open the front door, pull door towards you tightly and the twist the key to the right. To lock, be sure to pull door closed tightly.
- Password for Security Company is **SEGO LILY**. If alarm goes off, press the alarm button (unlock), if the phone rings you **MUST ANSWER THE PHONE** and give the password to the security company. They will assist you in turning off the alarm.
- **Docent Sign In Log** – Do not sign in on the Guest Sign-In book. Docents sign in on the log in the 2 drawer file cabinet in Room 6 labeled **FORMS**. **This is special notebook in the front drawer.**
- **ALL Forms** you need are in the 2-drawer file cabinet in Room 6 labeled **Docent Info**. Put completed OPEN and CLOSE Museum forms in folder marked COMPLETED OPEN/CLOSE forms in the bottom drawer.
- The policy not allowing Photos to be taken by patrons in the Museum has been discontinued. Patrons can take pictures with cellphones just don't use a flash. That is not allowed..
- No food or drink in the museum (including baby bottles) except the meeting room downstairs. Water is ok.
- **Do not leave patrons alone.** Keep an eye on each of them. Basement access with a Docent only. If a Docent is unavailable keep the rope across the top of the stairway Watch the lobby and Gift Shoppe areas at all times. See Traffic Flow chart.
- Answer the phone "**Pioneer Museum**". Any questions you are unable to answer should be referred to one of the people listed on the Docent Information sheet on the BULLETIN BOARD in Room 6. Emergency numbers are posted next to the telephones. Special matters or concerns are referred to the Museum Staff. Take phone messages and put them in the **Message Center drawer** in desk in the lobby.
- Keep outside doors closed at all times. Watch the lobby and the Gift Shoppe area.
- Do not rearrange furniture or artifacts. We have a trained staff to properly move items.
- The extra receipt books plus the First Aid Kit are in the drawers of the desk under cash drawer.
- Must have two Camp Docents in the museum. No one serves alone. A trained Core Docent is to be on each shift. You can bring a friend or relative if another Camp member is not available. Just make sure they are trained.
- Our honey taffy is very popular but **VERY MESSY**. Do not open in the Museum. Unwrapping the candy allows tiny bits to fall out and get the carpet sticky which can attract pests that damage our collection. If Docents wish to buy and share candy with visitors, give it to visitors as they go out the door.

## **COVID-19 PROTOCOLS**

Our highest priority is to keep our Patrons and Docents safe while enjoying their time spent in our museum. We are updating our protocols as new information is made available.

As of June 1, 2021 masks are not required for Docents or visitors. You can wear them if you prefer or if it makes you more comfortable.

We are still having additional cleaning done by our cleaning service each week. Docents are encouraged to wipe the door handles and wipe the counters in the restrooms if time allows.

Hand sanitizer is available for everyone and always a good idea to use it frequently.

REFERENCE

## WHAT DO YOU NEED TO DO AS A DOCENT?

1. **Call your partner the night before. Review this Docent Packet.**
2. **Arrive 10 minutes prior to your shift with your Docent Partner. Bring a sweater/jacket because the Museum temperature is kept at 70 degrees to protect our collection.**
3. Unlock the front door with your key provided in Docent packet. (See #12 for closing information)
4. Turn security alarm off. Alarm pad is on wall by the Restroom. Press and hold the button with the unlock symbol until the red light comes on and the voice recording tells you the system is disarmed. You have approximately 45 seconds from the time you open the door to disarm the alarm. If alarm is not beeping upon entering **DO NOT** touch alarm pad. Someone on the Staff may already be in the building. Go downstairs and check.
  - a. The alarm system avoids direct Police response. It lets us know when something is wrong but **DO NOT** call the Police. If the alarm goes off, the Security Company **WILL CALL** to discover the problem. **YOU MUST ANSWER THE PHONE.** Give the password (**Sego Lily**). Security will call the Police if they don't get the password. Do not call 911 if alarm goes off.
5. Sign in on the Docent Sign-In Log in the front of the 2-drawer file cabinet in Room 6 (**FORMS**)
6. Get the "Open the Museum" form from the folder in the 2 drawer file cabinet in Room 6 marked **FORMS**. Follow all of the steps outlined on that form. Do not skip any of the steps. (A copy of the form is included here). Put completed form in the folder in the bottom drawer.
7. Unlock cabinet next to cash register in Room 6 (key is in drawer under Cash Drawer in Room 6). Put your purse in the cabinet for security purposes (do not leave purses on the floor). Hang the yellow Docent Badge around your neck to wear during your shift. Make sure to hang it up when you close for the day.
8. Greet Patrons at the door, have them hand sanitize and sign in, offer to give them a tour or suggest a self-guided tour. Offer a visitor guide to help them. (See more information on Greeting Patrons on Page 6)
9. Complete a transaction sale for any Patron who wants to purchase items from the Gift Shoppe. **Make sure to write hard** when filling out receipt so information goes through to all copies.
10. Complete a transaction sale for any Patron who wants to place an order (HAP Order) for a copy of the pictures, photos of artifacts or histories we have available. (see Page 9 for detailed instructions).
11. Do some cleaning when time allows. There is a 'Cleaning Form' in the 2-drawer file cabinet in Room 6. Use same form until all items have been completed. Even though we have a cleaning service it helps to do some cleaning when necessary or it is slow.
12. When getting ready to close the Museum at the end of the day, make sure no one is in the building, get the "Close the Museum" form from the 2-drawer file cabinet in Room 6 and follow all of the steps. Put completed form in the folder in the 2 drawer filed cabinet in Room 6. Make sure to take all of your belongings. Set the alarm if building is vacant and lock the door as you leave. Make sure door is tightly closed.

### ***Greeting Guests:***

- Welcome visitors with a friendly smile and ask where they are from. Would they like a guided tour or would they like to just browse? Ask them to sign in on the Guest Book.
- A Museum Visitor Guide showing some of the artifacts in each room can be handed out, as well as Scavenger Hunts, Museum Trivia Game and a Pioneer history which are fun activities for guests. Keep contact with self-touring visitors; offer help/information if needed. Share one or two of your favorite stories with them. (Use the Flip cards for help with stories, or information in the Artifacts Guide binder).
- Ask guests if they have any ancestors who lived in southern Utah. Point out the Reference Desk for researching the items in the museum, located in Room 5, and the index of the “Under Dixie Sun” book. This index is a list of names in the “Under Dixie Sun” book. Mention that the book is for sale in the Gift Shoppe.
- On a tour, tell briefly about items; keep moving unless visitor has special interest. You can use the laminated flip cards for reference. When the tour is finished, Patrons are welcome to look around longer if they wish. Ask if there are any questions. Offer a museum brochure or postcard as Patrons leave and invite them to come back. Mention our website where they can review our online collection.
- Visitors arriving the last half hour of the day should be reminded of when the museum closes. They can be given a shorter tour by just showing the 3 main rooms. Answer their questions and invite them to come back again another day.
- Become more familiar with museum items by visiting prior to your scheduled days and/or use the Flip cards. When there are no visitors, look around the museum; read museum labels; browse through Flipcharts; review Flip cards; study Docent Information binder and Artifact Information binder found in Room 5 or do a little cleaning.

### **Group Tour Reservations:**

A Group Tour Reservation is arranged by filling out the Request for Tour form (located in 2-drawer cabinet in Room 6). If someone comes to the Museum, have them fill out the form and put it in the **MESSAGE CENTER** drawer in Lobby. If it is a phone call, then Docent fills out the form and leaves in the Message Center. If the request is for an immediate date, please call the Tour Director to let her know.

If a group comes unannounced, do your best; let them look around and answer questions. Divide into two groups if possible. If time is short, skip the downstairs rooms. Try to make sure there are 2 adults with 8 to 10 children.

## **Sales: Opportunities (This is the Primary support of income for our Museum)**

- Handmade items, souvenirs, books, including “Under Dixie Sun” books are for sale in the Gift Shoppe. Encourage patrons to browse, letting them know most items are handmade and donated by the members of the DUP. Introduce the index to “Under Dixie Sun” so patrons can possibly find their ancestor and may be interested in buying a book. Also, orders for copies of histories, photos and artifacts should be offered. We have CDs of certain families available for sale, including a CD of the DUP Markers & Monuments in Washington County.
- Our Gift Shoppe items are unique. There is something for everyone. All proceeds go directly to the maintenance of the Museum.
- There are several written articles around the Museum and on the Flipcharts available for sale. A list of these articles is found on the bookcase in Room 6. The articles are filed in the plastic box on top of the display case next to the flipchart. The cost is \$.25 per single-sided page, unless marked otherwise. Many of the articles are also available on CDs and can be combined with other articles.
- Please complete the Camp Donation form when a donation is being made for the Gift Shoppe to be sold.

## **Making a Sale:**

- The first step in **all** sales transactions is to fill out the sales receipt. Make sure cover is under pink copy so the writing doesn't go through more than one receipt but do **press hard** so writing transfers to all three copies of receipt.
- Write all items purchased on the sales receipt. Titles of books sold **MUST** be written on the receipt (not just “Book”). There is a list by the Cash Register/drawer with a list of book names, use it as a reference to fill in the correct name.
- **Sale:** Fill out a sales receipt; **Process Transaction in the Cash Register**, give YELLOW copy to Patron, put cash or check in cash drawer, put WHITE copy of receipt under the **COIN tray**. All PINK receipts are to be left in the receipt book. Mark VOID if necessary. Do not remove any copies.
- **Credit Cards Purchases:** **Credit Card purchases are done through the Cash Register**. The YELLOW copy of the receipt to the Patron, the WHITE copy in the cash drawer. All PINK receipts are to be left in the receipt book.
- Extra Receipt books are the desk, 2<sup>nd</sup> drawer down. Keep receipts in sequence, if one is voided, write VOID on copy.
- Daily money and receipts need to balance. This is done by the Assistant Treasurer.
- The Little House is to be for donations **ONLY**. Put on the display cabinet in Room 5 during the day and put in the cabinet in Room 6 at the end of the day and lock the cabinet. There are two clear plastic donations boxes that need to be put out. One in the lobby by the sign in book and 1 on the brown cabinet in front of the cash register.
- **REMEMBER** to thank the Patron for supporting the Museum.

## CASH REGISTER TRAINING CHEAT SHEET

### *Summary of Making a Gift Shoppe and History (HAP) Order Transaction*

1. For **ALL** sales fill out the Receipt Book:
  - a. Fill in the date
  - b. Indicate type of transaction – cash, check, credit card
  - c. List all items and their prices with a final total
  - d. Sign your name at the bottom
  - e. Following payment:
    - i. The **YELLOW** slip goes to the Patron
    - ii. The **WHITE** slip put in the Cash Drawer under the coin drawer
    - iii. The **PINK** copy remains in the Receipt Book.
2. Take payment for sales:
  - a. Tap the **SALE** icon – upper left corner of pad.
  - b. Enter the amount of the sale.
  - c. Select type of Transaction – charge, cash or check – Provide required information for that transaction.
  - d. The Cash Drawer will open – put in cash or check, put **WHITE** copy of receipt under the coin tray. If drawer doesn't open, use key to unlock.
  - e. Close the Cash Drawer
  - f. If the Patron wants an additional receipt, select how they will receive it, OR just tap the **DONE** button

### **Transaction Tips**

1. Relax! All mistakes can be corrected, but you need to leave notes of explanation in the Cash Drawer so they can be fixed.
2. The Cash Drawer can only be opened with the key if not conducting a transaction.
3. A transaction cannot be deleted; it must be **REFUNDED** (which will be done by Treasurer)
4. To return to the Home Screen, use the **HOME** button at the bottom of the screen.
5. To go back one step, use the **Back** button at the bottom of the screen.
6. A minimum purchase on a Credit Card is \$5.00
7. **DO NOT ACCEPT \$100 OR \$50 BILLS.**



### Orders for Histories/Artifacts/Photos: (HAP ORDERS)

- **HISTORY/ARTIFACT/PHOTO ORDERS:** For History Orders, proof of relationship is necessary to protect the privacy of families or sufficient information is given to Docent to satisfy this requirement.
- The Reference Desk is where the Patron will look up the name of their ancestor for photos, histories and artifacts. Orders for the same patron can be placed on the same form. Each CD is \$7.00 for the first item; other items are \$1.50 each and all items are put on **ONE** CD.
- Each order must be **prepaid** with the order form filled out completely. **Read the instructions on the front of the Sales Receipt Book.** Do not fill out sales receipt on the Gift Shoppe receipt book; it is a different form.
- **Fill out the HAP Order sales receipt book. Make sure to include email and phone number of the Patron. Put white copy in cash drawer with money, give yellow copy to Patron and pink copy stays in book.**
- The HAP order form and payment are to be processed through the Cash Register (same as Gift Shoppe transactions).
- Gift Shoppe sale items can be included on the HAP order receipt form.

### Miscellaneous Information:

- Patron and docent suggestions regarding the museum, artifacts, events, etc., are always welcome. You may write down the suggestions/information and place it in the message center in the lobby.
- No artifact can be donated without a completed 'Request to Donate' form and Museum Board approval. However, if donor intends to throw the item away, please take it. Have donor complete the "Request to Donate" form in 2-drawer cabinet in Room 6. Put the form and the item downstairs on the desk.
- Paper products for the Restrooms are located in the store room at the bottom of the circular stairs or in the downstairs Restroom.
- We have two handicap ramps and doors for those Patrons who need assistance. There are signs posted on both entrances to call the main number to get someone to open the doors. The handicap doors **CAN NOT BE OPENED FROM OUTSIDE**. Access is for one level only. Be sure doors are pulled tightly shut when finished.

# OPEN MUSEUM INSTRUCTIONS

August 1, 2020 **LEAVE COMPLETED FORM IN FILE DRAWER IN THE 2 drawer FILE CABINET, 4th folder back, ROOM 6, LABELED COMPLETED OPEN & CLOSE FORMS!**

## CHECK OFF EACH ITEM LISTED BELOW:

### SECURITY (if alarm is beeping)

- Proceed to Security pad beside the Restroom door, press and hold the button marked with the symbol of an open padlock until red light comes on and voice says, "System Disarmed. Ready to arm."
- Lights are on sensors EXCEPT those listed below.

### ROOM 1 (FOYER)

- Sign in on **Docent Book**, found in File Drawer in Room 6, **NOT** the Guest Book.
- Turn on BOTH Stairway lights and light over Restroom. Foyer light will be on
- Put YELLOW Docent Tag around your neck (both Docents)

### LIGHTS

#### Turn on lights:

- Room 6: Gift Shoppe Display Cabinet – upper left; push button to turn on.
- Room 6: Turn on Stairway lights (North wall by handicap door)
- Room 6: Turn on Flip Chart lights. Switch is on counter next to Flip Chart.
- Room 6: Turn on Military Jacket case light. It is a slider put it all the way on.
- Room 8: Lamp at bottom of stairs is to be left on at all times.
- Room 8: Doors to meeting room to remain open unless there is a meeting going on.
- Room 9: Turn on lights in the meeting room.

#### Prepare Cash Drawer:

- Unlock brown cabinet. Key is in top drawer of desk under Cash drawer.
- Unlock Cash Drawer (key is on same ring with Cabinet key)
- Remove "Little House" place on the display card in Room 5 on the Thompson Case
- Remove 2 clear donation boxes. Place 1 in lobby next to Guest Sign In book. Place 1 on brown cabinet in front of Cash Register.
- Put personal belongings in brown cabinet after "Little House" is removed.

### Return to Room 1 (Foyer)

- Take Red 'Museum Open' sign outside on the sidewalk. Make sure to place it between the trash can and the sidewalk.
- Turn the sign on the front door to "OPEN".

Names of Docents

Camp Name

Date

Turn page over for more.....

Was the "Closed" sign on the door when you arrived? \_\_\_\_\_

Was the Front Door securely locked when you arrived? \_\_\_\_\_

Was the Security alarm beeping after you opened the door? \_\_\_\_\_

Was the Little House locked in the cabinet in Room 6 and the Cash Drawer locked when you arrived? \_\_\_\_\_

Was there sufficient candy in the basket? \_\_\_\_\_  
(Additional candy is available. Please fill up basket.)

Any forms need replenishing? \_\_\_\_\_  
(Forms are in the file drawer in Room 6. If we are out, please make a note below.)

Additional Comments: \_\_\_\_\_

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Name of Core Docent	Camp Name	Date
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**REMEMBER:**

**NO Food or Drink in the Museum (water is ok)**

**Front door to remain closed at all times.**

**HAP Reference Desk Laptop is to STAY ON ALL THE TIME**

**Room 9 (the meeting room) has additional displays now and you may take people in, then let them exit through the foyer door downstairs or exit through the exit door in Room 8 downstairs. IF A MEETING IS BEING HELD IN THE MEETING ROOM THERE WILL BE A SIGN ON THE DOOR IN ROOM 8 STATING "MEETING IN PROGRESS" Do NOT take patrons in & disturb them.**

**\*If patrons want to visit the Gift shoppe again you may take them back upstairs using the spiral staircase.**

**LEAVE COMPLETED FORM IN FILE DRAWER IN THE 2 Drawer FILE CABINET, 4<sup>th</sup> file folder back, ROOM 6, LABELED 'COMPLETED OPEN & CLOSE FORMS'!**

# **CLOSE MUSEUM INSTRUCTIONS**

August 1, 2020 **LEAVE COMPLETED FORM IN FILE DRAWER IN THE 2 drawer File Cabinet 4<sup>th</sup> FOLDER BACK LABELED 'COMPLETED OPEN & CLOSE FORMS'!**

## **CHECK OFF EACH ITEM LISTED BELOW:**

### **Room 1 (Foyer)**

- Bring Red Museum Open sign inside from the sidewalk.
- Turn the sign on the front door to "CLOSED".

### **LIGHTS**

Turn OFF lights:

- Room 6: Gift Shoppe Display Cabinet – upper left; push button to turn off.
- Room 6: Turn off Stairway lights (North wall by handicap door)
- Room 6: Turn off Flip Chart lights. Switch is on counter next to Flip Chart.
- Room 6: Turn off Military Jacket case light. It is a slider push it to the top to turn off.
- Room 8: Lamp at bottom of stairs is to be left on at all times.
- Room 8: Doors to meeting room to remain open unless there is a meeting going on.
- Room 9: Turn off lights in the meeting room.

Prepare Cash Drawer:

- Take personal belongings out of brown cabinet.
- Put "Little House" from Room 5 in cabinet in Room 6
- Put 2 clear donation boxes in cabinet in Room 6
- Lock Cash Drawer (key is on same ring with Cabinet key)
- Lock brown cabinet. Put Key in desk drawer.

### **ROOM 1 (FOYER)**

- Turn off BOTH Stairway lights and light over Restroom. Foyer light will stay on.
- Leave YELLOW Docent Tag on hook (both Docents)

### **SECURITY**

- Make sure no one is in the building. Check downstairs. If someone is in the building, DO NOT set the alarm but you will need to lock the front door as you leave.
- Proceed to Security pad beside the Restroom door, press and hold the button marked with the symbol of a walking man until red light comes on and voice says, "System armed. Exit now." Beeping will begin.
- Go out front door, pull door tightly towards you and lock it from the outside, ensure it is locked before leaving.

Names of Docents  
Turn page over for more.....

Camp Name

Date

Was there sufficient candy in the basket? \_\_\_\_\_  
(Additional candy is available. Please fill up basket.)

Any forms need replenishing? \_\_\_\_\_  
(Forms are in the File drawer in Room 6. If we are out, please make a note below.)

Additional Comments: \_\_\_\_\_

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Name of Core Docent	Camp Name	Date
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**REMEMBER:**

NO Food or Drink in the Museum (water is ok)

Front door to remain closed at all times.

HAP Reference Desk Laptop is to STAY ON ALL THE TIMES.

**LEAVE COMPLETED FORM IN FILE DRAWER IN THE 2 drawer File Cabinet 4th FOLDER BACK  
LABELED 'COMPLETED OPEN & CLOSE FORMS'!**

## INSTRUCTIONS FOR TAKING HISTORIES/ARTIFACTS/PHOTOS (HAP) ORDERS

All orders are to be taken using the HAP receipt book. All orders are to be prepaid (cash, check, or credit cards). Checks are to be made out to: DUP Museum. Payment and the white copy of order/receipt are to be put in the cash drawer after processing the transaction in the cash register. Yellow copy of the receipt goes to the Patron (make sure Museum address is stamped at the top). Pink copy of receipt is to remain in the receipt book.

**It is important to write all information clearly, completely, and press firmly so order can be read and processed correctly.**

In addition:

**Make sure to put Customer's phone number & email and include accession number for each item on order (except histories).**

Patrons can order as many items as they choose. All will be put on the one CD and mailed to them. **The cost is \$7.00 for the CD, postage, and 1 item. For any additional items desired, the cost is \$1.50 for each one.** (i.e. \$7.00 for first item, plus \$7.50 for 5 additional items [ 5 x \$1.50] equals \$14.50 for the total order.)

**Histories** – When a Patron is interested in histories on his/her ancestor(s), show them the **REFERENCE DESK** in Room 5. They can look up the name of their ancestor and see everything we have for that person or family. Next to each name is the number of pages of history available. If a photo is included in the history, it is noted. This is for information only. Histories are not available for review.

Patrons must prove lineage by showing a Pedigree Chart or Family Group Sheet, or **Giving enough information to satisfy the Docent.** Once the relationship has been verified, have the Patron complete a receipt/order form by listing the name of each ancestor as it appears in the online collection for each history desired, then have the patron complete the rest of the information showing the **NAME, ADDRESS, PHONE NUMBER AND EMAIL** of the person requesting the history. Be sure **ZIP** codes and **AREA** codes are included. Again, be sure information is complete and can be read.

Also, available are **OTHER HISTORIES, DUP MEMBER HISTORIES AND LOCALITY** histories; a pedigree chart is not required. All orders are to be combined on the same receipt/order form.

**Pioneer Photos** – The Reference Desk is where the Patron will look up photos of their ancestors or family and it is in Room 5. A **jpg** file is available of each photo and is ordered by using same receipt/order sheet as Histories and Artifacts. The Accession code should be written by the name of the pioneer. Use the binder on the desk to locate the pictures in the Museum.

**Photos of Artifacts** – The Reference Desk is where the Patron will look up photos of artifacts of their ancestors or family and it is in Room 5. A **jpg** file is available of the photo of the artifact and is ordered by using same receipt/order sheet as other items. Be sure to include accession number next to the name/item. If the owner/donor of the item is known, their name will also be shown.

It is important to ask our patrons if they have any ancestors who might have lived in Washington County. It is so much fun to share what we have with descendants of those pioneers we strive to remember.

# HAP ORDER FORM

## HISTORIES/ARTIFACTS/PHOTOS

(All ORDERS are put on 1 CD and mailed to patron)

Cost: **\$7.00 per CD (includes 1 item); PLUS \$1.50 for each additional item** (i.e., 5 items ordered: \$7.00 for 1<sup>st</sup> item, plus additional 4 items (4 x \$1.50 each) for a total of \$13.00)

**USE SALES ORDER BOOK ON HAP DESK IN ROOM 5 !!**

**DO NOT** USE GIFT SHOPPE SALES RECEIPT BOOKS!!

RE

CE

756351

Daughters of Utah Pioneers  
P.O. Box 2619  
St. George, UT 84771  
435-628-7274

PHONE#:  
EMAIL:

CUSTOMER'S ORDER NO.	DEPARTMENT	DATE
NAME		
ADDRESS		
CITY, STATE, ZIP		
SOLD BY	CASH	C.O.D.
CHARGE	GN. ACCT.	MOSE. RETD.
PAID OUT		
QUANTITY	DESCRIPTION	PRICE
AMOUNT	ACC #:	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
RECEIVED BY		

A-5805 1-48033V/443596 01-11

KEEP THIS SLIP FOR REFERENCE

**Process the transaction in the Cash Register and put White Copy of order under the Coin Tray and the money in the cash drawer.**

**Give Yellow copy to the customer (Make sure Museum address is stamped on top of receipt).**

Thank you!

## Cleaning the Museum

**PLEASE DO NOT VACUUM when there's a meeting downstairs**

**DATE:** \_\_\_\_\_

**Make sure all items are checked off before starting a new sheet.**

When the Museum is quiet, please select from the list of chores below & check it off with your name & date when done. We greatly appreciate your help in keeping our museum inviting. Anyone who isn't feeling up to the task, please know we're glad you are here today and your personality always adds to the museum. Thanks again!

1. Check both restrooms (upstairs & downstairs) and make sure that there are toilet paper & paper towels. The supplies are in the store room and some are in the restrooms.  
**Done by & date** \_\_\_\_\_
2. Sweep off the porch & the steps.  
**Done by & date** \_\_\_\_\_
3. Clean the toilet and sink in the **upstairs** restroom. (The supplies are under the sink).  
**Done by & date** \_\_\_\_\_.
4. Clean the toilet and sink in the **downstairs** restroom. (The supplies are under the sink).  
**Done by & date** \_\_\_\_\_.
5. Empty all the trash receptacles (into the one large bag) and put new bags into the containers. (There are sacks in the restrooms and the store room) Put the trash bags in the large trash can in storage room.  
**Done by & date** \_\_\_\_\_.
6. Vacuum the entry, hall & Room 2 and 3. (vacuum in Room 2)  
**Done by & date** \_\_\_\_\_
7. Vacuum the Room 5 & the Room 4 (Vacuum in Room 2)  
**Done by & date** \_\_\_\_\_
8. Vacuum the Room 6 & Room 7 (Vacuum in Room 2)  
**Done by & date** \_\_\_\_\_
9. Clean the glass tops and sides of the display cases in Room 2, 5 and 7.  
**Done by & date** \_\_\_\_\_
10. Clean the glass tops and sides of the display cases in Room 4 and 6.  
**Done by & date** \_\_\_\_\_

**NOTE:** If you have a meeting in the building, please make sure you do the following:

1. Empty trash can and put in a new plastic bag. Put the garbage bag in the large trash can in the storage room at the bottom of the stairs.
2. Put chairs back in meeting room position. Put away any tables that were used.
3. Vacuum the lobby and meeting room if necessary.
4. Take all items that pertain to your meeting with you.



**REQUEST TO DONATE**  
**McQUARRIE MEMORIAL MUSEUM**  
(See reverse side for COLLECTION POLICY)

Date: \_\_\_\_\_

Donor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Hm) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

**ARTIFACT INFORMATION**

(Could be History or Photo)

Description of Artifact: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Ancestor / Pioneer name who used/made the Artifact: \_\_\_\_\_

(Note: must have lived in Washington County)

Year Artifact made or used: \_\_\_\_\_

(Note: Should be prior to 1900. Board of Directors can make exceptions)

Describe where / how / who used the Artifact and what it's importance is to Washington County:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Board of Directors will contact you for further information if needed and/or to make arrangements to accept the Donation for the Museum.

**Date reviewed by Museum Staff:** \_\_\_\_\_ **Decision:** \_\_\_\_\_

**Date reviewed by Museum Board:** \_\_\_\_\_ **Decision:** \_\_\_\_\_

# DUP McQuarrie Memorial Museum

## Collection Management Policy

November 2015

The McQuarrie Memorial Museum located in St. George, UT is owned and operated by the Daughters of Utah Pioneers of Washington County, Utah.

The McQuarrie Memorial Museum is a collection of artifacts, photos and histories which feature displays and collections of memorabilia of the earliest settlers who settled in Washington County during the period of 1850- 1900.

Items that have been placed in the collection cannot be removed from the Museum. Histories submitted by the members of the Daughters of Utah Pioneers are added periodically. An item is considered part of the collection when it has been given an accession number and entered into the Museum Collection database.

**CAMP DONATION OF ITEMS TO SELL IN GIFT SHOPPE**

Thank you for your donation item(s) to our Gift Shoppe. We appreciate your contribution. Please leave your Camp Name, your name and address below, so we can send you a "Thank You".

**CAMP NAME:** \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Item & How Many \_\_\_\_\_

Please put this form with the item(s) and put in Room 6 in the small desk. Thanks.

REFERENCE

# REQUEST FOR TOUR

Date of call: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Hm) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Approximately how many will be on tour: \_\_\_\_\_

How many adults? \_\_\_\_\_ Children? \_\_\_\_\_

Date tour requested: \_\_\_\_\_ Time tour Requested: \_\_\_\_\_

Additional Information (if any): \_\_\_\_\_

Name (who took information?): \_\_\_\_\_

Contact Number if any questions: \_\_\_\_\_

**Tell caller that we will have someone call to confirm the tour. Then put this form in the 'Message Center' drawer.**

**EMERGENCY PREPAREDNESS  
MCQUARRIE MEMORIAL MUSEUM  
\*Dial 911 for any emergency**

**DO NOT CALL THE POLICE IF THE ALARM IS GOING OFF! ANSWER THE PHONE FOR THE SECURITY COMPANY. PASSWORD IS SEGOLILY.**

**Be prepared to respond to any of the following types of emergencies:**

1. Fire/Explosion
  - A. Fire extinguishers (2) are located in the upstairs lobby on the wall going into Room 5 and in the downstairs lobby on the wall going into Meeting Room.
    - a. Use fire extinguisher to fight any fire
    - b. In smoky conditions the best air is near the floor
  - B. Evacuation Routes are posted in each room
    - a. Proceed to evacuation area outside the building to the west side to be counted and to wait for instructions
2. Medical Emergency
  - A. An emergency is any medical problem that could cause death or injury if not treated quickly. **\*Dial 911 then give First Aid**
  - B. First Aid kit is located in the desk drawer under Cash Register.
3. Bomb Threat
  - A. Immediately report any bomb threat, suspicious activity, or suspicious object to local authorities immediately **\*Dial 911**
  - B. If you receive a bomb threat by telephone, get as much of the following information from the caller as possible and write it down:
    - a. When will it go off?
    - b. Where is the bomb?
    - c. What is the type and size of the bomb?
    - d. Why is it placed in this building?
    - e. **\*Dial 911 to report**
4. Intrusion (Armed or Unarmed) – an illegal act of entering, seizing or possession of another's property
  - A. Remain Calm
  - B. **Do Not** be confrontational
  - C. **Do Not** try to be a hero
  - D. **Do Not** do anything that will jeopardize your safety or the safety of others
  - E. **\*Dial 911 as soon as possible**
5. Earthquake – the following are essential procedures to follow:
  - A. Seek safety where you are. **Do not** use inside stairways
  - B. Go to nearest exit to evacuation area outside building on west side
  - C. Remain calm and avoid shouting or running
  - D. Avoid areas where the building may be damaged.
  - E. Wait in a safe place for instructions; you might be there for several hours.
6. Personal Preparedness and Safety
  - A. When exiting the building after dark, be careful and have someone with you
  - B. Be aware of what is going on around you, especially out on the street. (Be STREET SMART!)
  - C. Do not work a Docent shift alone
  - D. If you are working alone in the building, ensure all doors are securely locked