

The Coalition's Guide to Burial Site Stewardship

**Coalition to Protect Maryland
Burial Sites, Inc.**



*Photograph of Mt. Olivet Cemetery
Baltimore, Maryland, United States
Founded in 1845*

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Guide to
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**Coalition to Protect Maryland
Burial Sites, Inc.
Ellicott City, Maryland**



This publication was inspired by the
Coalition's Historic Cemetery Preservation Kit,
first printed in July 1997.

The Coalition is chartered as a statewide, non-profit
in the state of Maryland.

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Additional Guides and further information
can be obtained by writing to:

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CHAPTER 1

Introduction

Formed in 1991, the Coalition to Protect Maryland Burial Sites (hereinafter referred to as "the Coalition") is a nonprofit organization committed to the protection of burial sites from unauthorized and unwarranted disturbances by man and nature. Membership includes both residents and nonresidents of Maryland whose interest in burial grounds is an extension of personal interests in history, genealogy, archaeology, art, stone architecture, botany, and cultural preservation.

The Coalition receives many inquiries about burial grounds each year. Typically inquiries involve requests for assistance in the restoration and/or preservation of burial grounds. The role of the Coalition is to provide guidance for identifying, protecting, restoring, and preserving burial sites and to make referrals to the appropriate agencies and organizations for interested individuals. Additional information and education about the historical and cultural significance of burial sites and the serious threats many face are also available. Our group strongly advocates approaches that are conservative regarding burial ground preservation "less is often more" and "anything you do must be easily reversed".

To attempt to maintain consistency throughout the publication the Committee used the term "burial ground" to refer to cemeteries, burial sites, graveyards, and churchyards. There may be instances when one of the other terms was used for clarity or to prevent redundancy.

Our Audience

In an attempt to identify the needs of our audience the Committee formed the following questions:

What are your reasons for obtaining this Guide?

What are your interests in burial grounds?

Do you want to find more information about a burial ground?

Do you want to gain access to a burial ground to take pictures and/or conduct research? (i.e., genealogical, historical, or anthropological)?

Do you have a burial ground that needs help?

Do you want to form a friends' group?

Do you want to help the burial ground or do you want to find others to do the work? (i. e. do you reside outside of the area.)

Do you need a project? (i.e. Boy Scout or Girl Scout; school; community service)

Do you need to report damage, theft, and/or destruction of a burial ground?

We have found that many inquiries to the Coalition have posed these or similar questions. This publication attempts to answer those questions. The chapter structure of this publication is based on distinct fields of knowledge.

CHAPTER 2

Getting Started

There are many burial grounds in the state of Maryland that are in need of help. These burial grounds are usually inadequately maintained, neglected, abandoned, and are often further harmed by vandals. Individuals and groups aware of these imperiled burial grounds are outraged at the lack of care and concern for those laid to rest within their borders. Furthermore, these same people often want to do something to help, but are not sure in what manner they can offer assistance. Therefore, the following information provides a systematic approach for developing a plan that will be helpful for gaining aid in preserving burial grounds of interest.

The first steps should be to identify the burial ground and then determine ownership.

To assist in identifying the burial ground you will customarily see gates, fencing, and most importantly gravestones or monuments. For those burial grounds without some or all of the usual elements, identification may require diligence and research.

There are many ways to determine ownership of a burial ground. If you are in proximity to the burial ground you should look for any signs or other indications of the name, owner, or contact person for the burial ground. The burial ground sign may no longer be standing and may even be hidden in underbrush or partially buried under years of accumulated debris.

[Note: It is recommended that protection (e.g., gloves, long-sleeve shirts, closed-toed shoes) should be worn when probing underbrush and/or debris, which may conceal such hazards as poisonous plants, snakes, bugs, etc.]

If you are unable to find a sign you may want to check with neighbors to find out who owns the burial ground. Neighbors can be wonderful resources for information if approached in the correct way. Some citizens can be wary of strangers asking questions about the burial ground, so be careful about how you frame your questions and identify yourself.

If the neighbors do not know who owns the burial ground you may want to try a local telephone directory. It may be more useful to check older telephone directories, which may be found at the library, local to the burial ground, online, or at the Library of Congress. Similarly, city directories offer lists of citizens and information about the area including the, burial grounds, and cemeteries operating within the city limits. The availability of city directories was wide-spread from the mid-1800s to the early 1900s, but fell out of favor in the mid-1900s as production costs increased, demand decreased, and interest in telephone directories increased. The Maryland State Archives has a collection of city directories for several cities around the State. The most comprehensive collection is found at the Library of Congress. There are also a number of free and fee-based websites that have city directories available online.

Another source for finding the names or owners of burial grounds is the Internet. Properly worded searches should provide you with results to help you locate the name of a burial ground and possibly the owner. One excellent site to use is the Geographic Names Information System (GNIS) through the U. S. Geologic Survey. The site allows you to search for burial grounds by state and county. After you enter your search criteria and are returned a list of burial grounds you can click an individual burial ground listing for a detailed report. The detailed report provides links to a number of online mapping services. [See Appendix J, Websites.]

There are several online databases that contain listings of burial grounds as well as listings of burials in those burial grounds. Most of the transcriptions found on these sites were submitted by individuals or groups. [See Appendix J, Websites.]

There are additionally a variety of maps dating from traditional ones of historical periods to those of current times that incorporate cutting edge technology that can be helpful in locating and identifying burial grounds.

Land ownership maps were created in the 1800s and later to show the ownership of land parcels, especially in rural areas. Family burial grounds may be listed on these maps as well as other community and church burial grounds. The Library of Congress has an extensive collection of land ownership maps. You should also check with the Maryland State Archives, county courthouses, libraries local to the burial ground, historical and genealogical societies, and the Internet.

A topographic map provides geographic information and other details (e.g., burial grounds) about the part of the Earth being represented. These maps can be purchased through the United States Geological Survey (USGS) or can be found online.

Plat maps show how a piece of land is divided. Plat maps may include a plat of subdivision where large areas, such as a county, are divided into smaller parcels. A plat of subdivision or subdivision map can be further divided into lot and block maps. These maps are customarily found at the office responsible for recording deeds in a political division, such as a city or county. You may also check availability with the land use planning office of the county or city where the burial ground is located.

The ADC Mapping Company has created county and regional maps for the entire state of Maryland. ADC maps are an excellent tool for getting to a known burial ground, but note that these maps are not always entirely accurate or helpful for locating unknown burial grounds.

The library local to the suspected location of a burial ground may have a section that is devoted to local history. Local librarians are knowledgeable not only about their collections, but about their area as well. There are many books and other publications about burial ground records and burial grounds in Maryland in the library. Local libraries may also be the repository for local residents' unpublished research or transcriptions. This type of record is one of a kind and usually unknown except to the local population. A search of the Internet may also provide listings for publications.

Another excellent source for records and information is the Daughters of the American Revolution (hereinafter referred to as “DAR”). One of the main purposes of DAR is the preservation of historic resources. At the beginning of the 1900s DAR made an “effort to transcribe previously unpublished records of genealogical value”. The transcriptions of burial ground stones and other records were part of this effort. These records can be found at the DAR Library in Washington, DC.

The Church of Jesus Christ of Latter-Day Saints believes that “families are meant to be central to our lives and that family relationships are intended to continue beyond this life”. In support of this belief FamilySearch, a service provided by the Church, has been collecting and sharing genealogical records for over 100 years. Everyone is welcome to use the resources regardless of their faith, at FamilySearch.org, or through the 4,500 Family History Centers found world-wide, or by visiting the Family History Library, probably the largest genealogical library in the world at St. Lake City, Utah. Books that contain burial ground transcriptions and listings can be found at the Family History Library and the Family History Centers.

Another source for local records and information is the county or city historical or genealogical society. The members of these organizations can offer a wealth of knowledge of the area and are more than willing to provide information about local landmarks and features. Members of these organizations will customarily transcribe records found within their area, including the burials in the local burial grounds.

Residents of the local nursing home provide a window to the past as many are usually advanced in age. It never hurts to ask to speak to any of the residents and the resident may be thrilled with company and the opportunity to talk about their community.

Land records may also provide clues to locating burial grounds. The department responsible for land records is customarily found in the county or city courthouse and is responsible for all matters relating to real estate transactions. Deeds for burial grounds that are recorded within the land records may provide the name or names of owners. Transfer of land may be subject to a burial ground located within the boundaries of the land being transferred. Searching subsequent deeds may also uncover the existence of a burial ground.

Some older deeds may no longer be available for viewing at the county or city level. The records may have been sent to the Maryland State Archives or are available on microfilm that can be ordered and viewed at the local Family History Centers.

Finally, if you are searching for an individual’s burial you may be able to locate the name of the burial ground by locating the person’s obituary or death certificate. The funeral director or funeral home should likewise be listed on the death certificate and in the obituary. The local funeral directors may be able to provide the name of the burial ground owner or contact information.

Once you have determined the owners of the burial ground, but before you enter the site, you must read the local and state laws regarding access.

CHAPTER 3

Read Local and State Laws Governing Burial Grounds before Attempting Access

“Ignorance of the law does not excuse” is an old legal doctrine that is still viable today. Before you step foot in any burial ground with questionable lineage you must read the laws enacted to protect you, the burial ground, the owner, and any other person and/or group of interest. [See Appendix G for the text to Maryland Laws and Regulations Regarding Cemeteries]

In 1997, the Maryland State Legislation created the Office of Cemetery Oversight, a division of the Department of Labor, Licensing, & Regulation. The Office’s objective is “to license and monitor individuals, partnerships, corporations and limited liability companies operating burial grounds or providing burial goods and services to consumers in the State of Maryland”. In addition, the Office has the responsibility for “investigating and mediating complaints from consumers involving registrants or permittees”. Note that the Office does not regulate “bona fide religious, non-profit burial grounds”. [See Appendix J, Websites]

CHAPTER 4

Access to Burial Sites on Private Property

After you have determined the ownership of the burial site you must obtain permission from the owners/caretakers before you enter or access the site. *All* contact with the owners/caretakers should be enthusiastic and non-confrontational. Provide the reason or reasons for your request. It is recommended to have a blank “permission to enter” form (see Appendix A for sample language from Title 14 of Real Property, Maryland Code) on hand for the owners/caretakers to sign if contact is in person. If contact is by other means then send the form by mail and await return receipt before entering the burial site. When mailing a “permission to enter” form, include a self-addressed, stamped envelope as a courtesy. Kindness goes a long way so be gracious and respectful in all contact. Offer to share with the owners/caretakers any information that you have or will obtain about the burial site, including pictures, maps, and survey sheets.

If you are denied access do not get discouraged. Under Maryland law certain individuals have the right to access. [See Chapter 3 for more information regarding Maryland law.] If access is denied and you are one of the individuals with right to access you may need to seek legal guidance. If you are not one of the individuals with the right to access it is up to the owners to grant permission. *If the owners fail to permit access* then your only course of action is to present a valid argument to persuade the owners to change their minds. You may consider enlisting the aid of local organizations or the media that may have more influence with the owners.

The wishes of members of the deceased’s family should be one of great priority. Unfortunately, this is not always the case. Family members have the right under Maryland law to visit the burial grounds in which their love ones are interred.

Wishes of Family Members

When the family members do not own the burial ground they should contact the owners and ask in a positive manner that they would like access for restoration, maintenance, or viewing the graves of their loved ones. If access is for restoration and maintenance a reminder to the owner that taking care of a burial site is not a one-visit endeavor.

In order to support your request for access to the burial site it is recommended that you research the local land records to determine if access to the burial site was granted by easement in prior deeds transferring ownership of the property.

Usually the landowners are pleased to learn that someone is interested in the burial site on their property and will grant unlimited access. Family members can share their knowledge of the burial ground and the individuals buried there with the owners. The owners may then be more inclined to secure and look after the burial site and even provide maintenance after learning the history of the burial ground and of the individuals buried there.

On a not-so-positive note it is not unheard of for landowners to deny access and attempt to thwart the efforts of family members to visit the site. Should the family members be denied access then other action should be taken. **Do not** show your anger and frustration over denied access as this may make the situation worse.

A standoff between family and owner can end in a satisfactory conclusion if the family members show some diplomacy. Landowners **can be** suspicious if they do not understand why someone would want to visit the burial site. An explanation of your relationship to the deceased and your desire to visit the burial site may put you in a more favorable light. Explaining your intentions will show that you do not want to take over their property.

If diplomacy does not work you may need to seek legal advice in the matter.

CHAPTER 5

Conservation (Pre-Preservation)

Please note that before you step into a burial ground on private property you should have obtained permission to do so from the owners/caretakers. [See Chapter 4 for more information regarding access.] Also, note that when you enter a burial site and remove brush or pull weeds, even if it is to expose the gravestone to take a picture or document the information, you have begun preservation. If you are not sure of what you are doing then don't do it. Our group advocates the concept of "less is more" and "anything you do must be easily reversed".

After you have gained permission to access the burial site and before you do any work you should conduct a safety survey. Safety should always be your primary concern when visiting a burial site regardless of whether the burial site is regularly maintained or not. Safety concerns include the following:

- Uneven terrain, sunken areas, and holes.
- Broken gravestones, protruding tree roots, broken fence posts, and other sharp objects.
- Unstable gravestones/markers and hidden hazards of gravestones/markers that appear stable.
- Poison ivy or poison oak.
- Snakes, ants, mosquitoes, spiders, bees, wasps, and other harmful pests.
- Vagrants, the homeless, and individuals with criminal intent.

Each individual or group has a reason for accessing a burial site. Survey the site to determine what is necessary to reach your goals:

- Explore the burial ground thoroughly before conducting any work.
- Cut plant growth as little as possible at this time. [See Chapter 10 for more information about heirloom plantings.]
- Carefully consider local burial customs, traditions, and Maryland law before removing items from a grave site. Mementos such as toys, pictures, cigarettes, stones and even soft drink cans or beer bottles may be items intentionally left at the site by friends and family. In addition, Maryland law addresses the unlawful removal of associated funerary objects. [See Appendix G to locate applicable citations to Maryland law.]
- It may be helpful to sketch a map of the locations of each gravestone/marker and any fragments, any depressions in the soil that may indicate the location of a grave, the location of trees and other plantings, and any pathways or roads, gates, fences, or other permanent, or man-made structures. [See Chapter 7 for more detailed instructions on documentation.]
- Photograph the stone/burial site as it is. Mark the locations where the pictures were taken on your map for future reference. [See Chapter 7 and Chapter 10 for more detailed instructions on photographing and documentation.]

CHAPTER 6

Types of Burial Grounds and Their Development

To understand burial grounds you should have some knowledge regarding the development of burial grounds throughout the history of the United States and Maryland. There are eight types of burial ground development in the United States as defined by David Charles Sloane in his book *The Last Great Necessity: Cemeteries in American History*. The types of burial grounds include: frontier domestic, churchyard, Potter's field, town or city, the Rural Cemetery, lawn-park, and memorial parks. In addition to the types of burial grounds identified by Sloane there also exists country graveyards, military burial grounds, and other types of burial sites whose original purpose has evolved and changed over time due to outside circumstances and influences. As of the writing of this material the development of green burial grounds is becoming popular for ecologically friendly individuals.

Frontier Graves

The very earliest of burials were usually along what was considered the frontier. Burials were quick and void of any type of fanfare. The burials were in isolated areas, typically very near where the person died. Little thought was given to marking the grave, because the site as a rule was not going to be protected or maintained by anyone. If there was a marker it was made from wood or a stone. Frontier graves for the most part have all but disappeared. The grave markers have likewise deteriorated or disappeared.

Family or Domestic Burial Grounds

Throughout the early settlement and history of Maryland people were limited in their abilities to transport the remains of the deceased and the mourners over long distances. Out of necessity, the families buried their dead within the boundaries of their property. They would choose a hill or some other higher ground that was usually not fit for cultivation. These grounds may have been enclosed by a fence or stonewall and others may have been left open. These family or domestic burial grounds usually contained more than one burial, were customarily small, and were owned by the family that owned the land. Everyone buried in a family burial ground were generally related to one another. Family burial grounds are still being used today although in many cases the family may no longer own the land that contains the burial ground.

Church Burial Grounds, or Graveyards

Churchyards or graveyards are designed after English churchyards which were customarily the first ones to have any type of care or church-appointed sexton to look after them. Churchyards are located either around or in close proximity to the church in which they are affiliated. The church set aside land for the burial of its members which followed European customs. The earliest burials after the church's formation may have been within the church proper and when there was no more space in the church the surrounding grounds were used.

Many churchyards can still be found dotting the landscape and many are still active. Other churchyards may not easily be identified as such because the churches have all but disappeared. When visiting this type of burial ground you may find the remains of the old church building near the graves.

Potter's Fields

Towns found it necessary to establish areas to bury their citizens who could not afford a proper burial, who could not be identified, or whose remains went unclaimed. Other Potter's fields may be associated with prisons, mental hospitals, and other similar institutions. The burials are simple and if marked may contain a number, death date, and/or the name of the deceased. Many, if not most, of the potter's fields are no longer in existence having long ago been removed or paved over so that the land could be developed for some other use.

Town or City Burial Grounds

Town or city burial grounds were designed to be used by the local community to serve the practical needs of burying the dead or the local government assumed responsibility of an existing burial ground that had been neglected or without apparent ownership.

Country Graveyards

In less urban areas country graveyards are more open and much smaller than other burial grounds. They tend to be more egalitarian than those found in towns or cities. Country graveyards usually contain the first citizens of the area, as well as foreign-born settlers, and veterans of the wars, all buried side-by-side without regard to class, religion, race, or ethnic background. You will not usually find elaborate statuary, obelisks, mausoleums, or the like. Markers are unpretentious and many are usually homemade or mail-ordered.

Rural Cemeteries

In the mid 1800s cities and towns were concerned with the number of burials within their borders. Health issues were a main concern as a number of epidemics plagued the population. A new type of cemetery evolved out of this need to move the deceased outside the crowded inhabited sections of the cities. The plans for this new type of burial ground combined elements of the 18th c. English gardens, the American family or domestic graveyards, and the flowering orchards of the surrounding countryside. During this period you will find the use of the terms graveyard, churchyard, and burial grounds being replaced with the Greek word "cemetery" which means "sleeping chamber". Green Mount Cemetery of Baltimore is a prime example of a Maryland cemetery that was formed during this movement. Note that when these cemeteries were first opened they were located outside the boundaries of the city but as the cities expanded their borders these cemeteries were once again encompassed the boundaries of the city.

Lawn-Park Cemeteries

Beginning around 1855 and continuing through the 1920s a new style of cemetery was developed. Lawn-park cemeteries contained open, landscaped lawns, size limitations were imposed on burial markers, and the number of trees and shrubs decreased. Uniformity was the theme. The plan for the cemetery was a pastoral scene interspersed with monuments. To make the cemeteries pleasing to the eye, landscapers incorporated streams, woodlands, and other picturesque features. Here you could find large areas of lawn that were dotted with monuments and a few clusters of trees and bushes.

Military Cemeteries

Military cemeteries were created as a place to bury the casualties of war. Burials were originally marked with a wooden headboard. There are over 200 cemeteries established by the Federal Government for burial of war casualties and veterans. These cemeteries include the post cemetery located outside the gates of a fort or post, Confederate and Union plots, and American cemeteries overseas. Most of the states have also set aside land for the burial of veterans. In the 1870s marble and granite markers replaced the wooden headboards that were first used to mark the graves.

Memorial Parks

As cemeteries continued to evolve the memorial park became the design of choice. Memorial Parks eliminated the family monument, restructured the grounds to enable an expansion of the lawns, and created a suburban-like pastoral environment. The landscape does not include monuments, instead the graves are marked by flat stone or bronze markers or a combination of both. The purpose of this type of cemetery was ease of maintenance.

Green Cemeteries

Burials in green cemeteries are usually less dense than traditional burial places. Burial sites are marked by local rock such as field stones or river rocks that may contain simple engravings. Landscapes include trees, wildflowers, and shrubs in a natural, less orderly state. Land is kept in this natural state to allow wildlife to flourish and plants, hopefully native, to thrive. No chemicals or water are used on the grounds as the native plantings need no additional water except that provided by rain.

CHAPTER 7

Documentation/Recordation of Burial Sites

Scope and Purpose

Documenting a burial site provides a snapshot of the site at the very moment in time the process is done. The resulting documentation will only reflect what is left from before and what may or may not be the same in the future. The documentation initiated today may have been preceded by other efforts at documentation. Obtaining earlier documentation can greatly assist in defining the site as well as defining what changes have occurred since the last documentation effort.

When approaching the site, it is very important that nothing be assumed to be out of place or not appropriate. Social, economic, and other factors are driving its use. Therefore, documenting what you find will allow for future investigation of how the site developed.

Documentation includes but is not limited to: mapping out the individual burial plots; recording boundaries and separations (fencing, coping, or other demarcation); topology of site; inventory of objects on site; vegetation; and access or egress paths.

Photographic Documentation and Initial Review of the Site

Approaching a site is similar to approaching a crime scene; do not corrupt or disturb the scene until you have documented it. A still camera or video camera is the best instrument to continually document. Digital photos or videos are very inexpensive, once the camera and storage media are purchased, and additional storage is relatively inexpensive. Take as many pictures as possible. Photograph each object from as many angles as possible. Record the relationships between objects and their position on the site and include some object of known measurement to help determine the size and scale of the objects.

Photographing the site is the least intrusive method to make an initial assessment and will allow a more thorough and detailed record of other features, especially when the assessment and movement will disrupt the site.

As the photographic record is being made, a written assessment should also correspond with detailed locations and notes on what is in place.

Before a rudimental cleaning of the area can begin, you must be comfortable that the survey created provides sufficient information on placement and identification of the artifacts on the site; or enables you to undo an action to an artifact, such as moving it.

Before beginning your initial review of the site, make sure that you have the tools and supplies needed to accomplish the tasks for your visit and that your group, if a group is involved, is familiar with the documentation process and is familiar with what the objective for this effort entails.

Site Documentation and Evaluation

Burial sites are important historical and social repositories. Eventually, the markers and general condition of the site will deteriorate without constant care. Very few sites are afforded the care necessary to preserve the artifacts and character of the site. Detailed recordation of the features and artifacts provides a record of the site and a point of reference for future generations.

There are many methods and systems in use to record the site. Choose a system and method that you can duplicate in the future and that can be applied to other endeavors to document the burial sites. Try to keep the system in use as simple but as complete as possible. Any system should include mapping of the site, a standard recording and filing system, and standard recording forms. Stones and markers should be documented detailing the type, composition, engravings, and a photographic or video recording made.

Mapping the Site

Burial sites are generally laid out in rows. These can be uniform rows facing a particular direction, classically facing the east, or they can follow the contour of the land, typically a garden-style layout. Each type of site map will require its own topology; however, the purpose is the same, i.e., to record the relationship of each grave to the surrounding graves and how to locate the graves within the site. It is important that the effort of creating a map of the site be as complete as possible and have as much detail as possible.

The site mapping effort can be as rudimentary as recording the site on graph paper to more advanced efforts using surveyors' laser assisted GPS transits. Compass reference orientation should be included in the map as well as a key to symbols used on the map.

Among the resources available to guide you through the mapping process the Association for Gravestone Studies publishes a pamphlet on rudimentary mapping. Other resources can be found on-line, some of which are listed in Appendix J, Websites.

The mapping process should include not only identifiable graves and suspected graves, but should also include features of the site such as; roads, pathways, utilities, vegetation, and any burial ground-specific features.

While mapping, be aware of prior recordings of the site that can be referenced to locate existing or missing features. Graves can be identified by markers, depressions in the ground, accumulation of non-native objects, or other indicators. Where less obvious indicators are available, the utilization of probes to test for soil irregularities or other tools can be used to scrape away topsoil to look for changes in the soil that would indicate a grave.

Again the consistent application of the methods in use and the completeness of the mapping is the key to a successful effort and one that will be useful far into the future.

Documenting Markers and Monuments

The documentation of markers and monuments on project-specific, standardized forms with project-specific, standardized methodologies and procedures will enable a group to consistently and accurately record the information that markers and monuments provide. Appendix B, Site Survey and Assessment, Long Form and Appendix D, Gravestone Survey, Short Form, are provided as well as the instructions to complete Appendix B are found as Appendix C.

Using pencils for recording marker information will eliminate the possibility of ink running and leaching through the other pages of assessments and will be easier to correct should an error be made. Ink will also fade or discolor over time. Pencils may smear on occasions but is the best medium for recording information.

Whenever working around stone or other grave goods, it is important to remember not to damage the artifacts in the process of recording them. The use of chemicals or compounds to highlight lettering or other carvings should be prohibited. Chalk and shaving cream are abrasives and chemicals that damage the matrix of stone over time and should be avoided completely. Any approved method of applying foreign substances should include using copious amounts of water that is either available on site or brought in for use with the process. Time consuming trips to a water source or hoping for rain is not acceptable.

The use of mirrors to direct sunlight over the object will create shadows within the engravings and provide the needed contrast to make reading and photographing worn and hard to distinguish carvings easier. See Chapter 10 for additional information on photography.

When recording the information to your survey form it is best to print legibly. The use of codes, cursive script, shorthand notation, or abbreviations should be avoided or not used unless the epitaph being recorded contains abbreviations, then record exactly what is being seen.

Record Monument Information

The sample survey forms are found in the Appendix section as well as directions to complete the long form. It is important that everyone understand the intention of the data fields and the consistent use of terms and designations.

Sharing the Information

There are a number of reasons why your documentation should be shared with interested parties. The information compiled today could become instrumental in reporting missing gravestones or vandalism at the site. The information may be used by future generations to learn about the lives of the individuals and families represented in the documentation. The information may be used for future preservation efforts at the site. Documentation is an important step when applying for grant money. The information may become the only record of the site once activities by man and nature have removed the site from existence.

When you have completed your surveys and are ready to share the information with the public your first consideration should be the owner of the burial site. Whether the documentation is for a small burial ground or a large commercial site the information you offer may augment the existing records or may become the only records available for the burial ground.

The various county offices of Planning and Zoning may be interested in obtaining a copy of your documentation to assist them in approving future rezoning requests or requests for land development or disturbance. There are burial grounds located in the state that the county government may not be aware exists therefore your contribution could prevent the county from approving development that would disturb previously undocumented burial grounds.

You should consider providing a copy of your surveys to the Coalition as well.

State and county genealogical and historical societies are becoming central repositories for information concerning burial grounds within the state and within their county. As a central repository for these surveys they can provide the information to the requestor and as a benefit they can quickly connect you to the people who also have an interest in the same burial ground.

Local libraries have a vested interest in the areas that they serve. It is normal for people searching for information to contact the local library. Providing copies of the surveys to the local library will make the information available to people and groups concerned about the welfare of a particular burial ground and increase the chances that people with a similar interest in a burial ground will be able to connect.

The Internet connects people and information with its interconnected network systems. You would be remiss if you do not consider sharing the information with sites on the Internet. Two popular grave registration websites on the Internet include Find-A-Grave and Interment.net. Find-A-Grave allows you control of uploading the information directly to the site. There is no limit to the number of graves you can contribute to the site. On Interment.net you submit the transcriptions by e-mail and the editor will review and upload the information to the site. Interment.net prefers complete recordings of all burials in a cemetery. They do publish partial recordings of cemeteries but their priority is for complete works. Once the information has been uploaded it will be available for viewing by anyone who has access to the Internet.

CHAPTER 8

What Are Your Next Steps?

Deciding on the Scope of Your Project

Now that you have taken an interest in a particular burial ground it is good idea to take a moment and outline what issues are of concern to you. What specifically do you want to do? Do you want to locate a particular family grave or family plot to document, photograph, or rub the stones? Once the grave/s are found do you want to clean up the area and the stone? Once the stone or stones are cleaned do you want to continue the maintenance of the site? Does your interest go beyond one plot and do you want to conserve, preserve, restore, and maintain the entire burial ground? For further information regarding documentation and photographing go to Chapter 7. If you want to lift the images (rubblings) the information on how to properly do this can be found in Chapter 10. Conservation preservation, restoration, and maintenance are complicated topics that are discussed in Chapter 9. Incorrect techniques, materials, and lack of expertise can do irreversible harm.

Locating a Single Grave or Family Plot

If your interest in the burial ground is to locate a particular family grave or family plot you can check with the burial ground office, if one exists, the caretaker, or the local genealogical or historical society for the location. Many times you will have to walk the burial ground to locate a particular undocumented site.

Seeking Information From the Burial Ground Owner

The owner/caretaker of the burial ground is a good source to gather information about the status of maintenance. Be mindful that owners/caretakers or other people you meet associated with a burial ground can be overwhelmed with the scope of their responsibility. Should you have concerns about the burial ground's appearance or upkeep, you may find they are just as concerned as you and are hampered by regulations or a lack of money, time, or manpower to do the necessary work to maintain the burial ground. In the hopes of building a rapport with the owners/caretakers you need to understand their needs and the needs of the burial ground.

Reporting Theft and Vandalism

If you uncover what you believe to be vandalism or theft during your time in the burial ground it is recommended that you report your findings to the owner/caretaker or local law enforcement officials. A sample Vandalism Report Form can be found as Appendix E.

Other Resources

If the scope of your project is beyond your abilities both physically and monetarily you may want to seek other resources. Do you or the owner/caretaker know of any volunteers, civic organizations, youth organizations or community service volunteers looking for projects? Volunteers may be found at the local historical or genealogical societies, military organizations, or garden clubs. There are numerous civic organizations that may provide assistance such as: Masons, American Legionnaires, Lions, Elks, or Moose, to name a few. Local Boy Scout and Girl Scout troops are usually looking for projects to complete merit badge requirements or Eagle Scout projects. High school seniors are required to complete community service for graduation. You can contact the local school board for referrals, requirements, and limitations.

A new source of assistance for Maryland communities and non-profits is through a Department of Public Safety and Correctional Services' program called Public Safety Works. Minimum-security inmates are put to work on meaningful community projects and communities and non-profits have an opportunity to get projects done that may not otherwise get done.

There are a number of Maryland organizations and individuals that have used this program to clean up and mow their burial grounds. If you have a neglected burial ground that needs help you can contact the Inmate Public Works Coordinator at (301) 729-7690.

When seeking outside volunteers remember that these good Samaritans may not necessarily have adequate knowledge of how to proceed. Enthusiasm is not equivalent to knowledge and experience. See Chapter 9 for the recommended ways to proceed with conservation, preservation, restoration, and maintenance. See Chapter 7 for documentation and recordation of the burial ground.

Forming a Friends' Group

In deciding on forming a legal entity to care for a burial site the most important detail would be your legal rights in relation to the burial site. There will be two basic approaches to setting up a friends' group: access with owners' permission; and access without owners' permission.

If the group does not have the blessings of the owner to work directly in and around the site, the group's purpose will not be of a hands-on nature. Discussions on access are discussed in Chapter 4.

Regardless of whether you have the owners' permission to access the site it is advised that you consider and attempt to charter a formal organization.

A friends' group is in effect a support organization for a burial site. The group provides support through time, funding, political and legal support. With the intent comes the responsibility for sustaining the organization and sustaining the support of the burial site. Good intentions have to be bolstered by commitment. Therefore a dedicated core group that will make the commitment of time and effort will be the basis for a sustainable organization.

Whenever a group partakes in activities that put the individual and the organization at risk of liability, it is a good idea to become a formal incorporated entity. Besides limiting liability for the members, being a non-profit tax exempt organization will greatly reduce the problems associated with fundraising and expenditures.

You will find many resources for forms that enable your group to self incorporate, however we suggest and strongly urge that you seek legal advice in the process.

The first step to incorporate is registering your organization's name with the Maryland Department of Assessments and Taxation. Again, legal counsel is suggested.

The formal registration will require that an Articles of Incorporation and By-Laws be drawn up. Notarized copies of these documents will have to be filed with the clerk of the local court.

Registration of the corporation will require you to request a Federal Tax ID and a State Tax ID. Being incorporated and procuring the necessary tax identification numbers, setting up bank accounts, and vendor accounts will greatly enhance your fundraising activities.

The By-Laws cover the basics of the organization and can be as broad or restrictive as the group finds necessary. The By-Laws generally contain details on the following:

- Corporate name
- Officers, their duties
- Directors, their duties
- Meeting times, places, and agendas
- Purpose of the organization
- Membership
- Dues
- Committees

Once the group becomes the legal entity, it can begin operating under its name for the benefit of the burial site.

It is important to treat the activities of the group as a professional and purposeful organization. The activities of the group will set the tone and relationships in dealing with the owners and the public in general. It is from the owners and the public that future members and continuing funding of the group will derive.

The officers and directors (collectively the “board of directors”) generally consist of people that have a high interest in the organization. A grass roots organization will have a board that is hands-on in the activities. Larger organizations will have a board of directors that is more involved in the long-range objectives of the group. In general, the board of directors set the goals and objectives for the organization.

The board of directors attends to the ongoing business of the organization. They see to the daily or immediate functions of the organization and have the authority to speak for or on behalf of the group.

The officers and board of directors need members that are well versed in the organization and the governance of the group. The group will be faced with many challenges and obstacles.

Seek Funding

Burial ground projects involving conservation, preservation, and restoration, mapping, and documentation, as well as regular maintenance can be costly. Unless you have members in your group that have deep pockets you may need to seek other avenues to procure funds for your project.

Your group may consider fund raising activities such as tours of your burial ground. The tours can focus on the landscaping, famous burials, ghosts, or the history of the area or burial ground. There are sources on the Internet to help you plan and implement tours of your burial ground. [See Appendix J, Websites]

Determine what groups are represented in the burial ground. American Legion posts, Odd Fellows, Elk Lodges, Masons, and the like may be interested in helping your group financially or at a minimum may be interested in providing assistance for the individual burials that are affiliated with their organizations.

Your group may consider applying for a grant. A grant is financial assistance given for a specific purpose. Grants fall into two major categories, public or private and include corporate or private foundations, the government, corporations, individuals, businesses, and nonprofit groups.

Finding and applying for grant funding can be a paper intensive process. According to some involved with grant funding, non-profit or not-for-profit organizations with a section 501(c) status through the Internal Revenue Service can solicit funds from any source. There are some foundations that will not award a grant to an organization that is not recognized as a non-profit or not-for-profit organization under section 501(c) of the Internal Revenue Code.

It is recommended that your group look for a source that has awarded similar funding or has some geographic connection. An example of a geographic connection involves the grants being offered by the Vermont Old Cemeteries Association. VOCA is offering a \$500 grant to anyone interested in restoring an abandoned or neglected burial ground in Vermont.

Another recommendation involves the paperwork. Your group should put together a general needs statement outlining the reasons why the area would be poorer if these burial sites disappear. Make sure the statement fits the specifics of any grant guideline. Never give more than is required. If the application requires 500 words, don't write 501. "Brevity is highly prized among grant readers."

When your group applies for a grant you should have a strategic plan, a written plan for where your organization is going during a certain period of time, how it plans to get there, and how to determine if the organization got there or not. Your group will need to demonstrate that they can handle and track funds and should be on sound financial standing.

CHAPTER 9

Burial Ground CPR and Maintenance

Introduction

Burial ground CPR is comprised of the acts of conservation, preservation, and restoration. The first two processes are the ones that we are most interested in addressing in this Guide. Restoration of burial grounds, due to the complexities of the work involved, should be handled by cemetery experts and not good-intentioned volunteers.

Before you begin work in the burial ground it is highly recommended that you review the preceding chapters. As discussed in Chapter 4 you have obtained permission to enter the burial ground to begin work. You have determined the scope of your project, you have secured funding for the work you plan to accomplish, and you have found volunteers to help with your project as outlined in Chapter 8. You are now ready to begin work in the burial ground.

Defining CPR

At the time of the writing of this Guide the terms conservation and preservation were being used interchangeably by the professionals and others that work in burial grounds. In keeping with the industry we have combined conservation and preservation in the following discussion.

Landscape conservation and preservation:

Conservation and preservation of the landscape includes preserving the heirloom plantings and the removal of intrusive vegetation that threatens the hardscape and undermines the original intended terrain features. The intended vegetation must be maintained and nurtured to prevent the site from becoming overgrown and restricted by invasive plants. A complete discussion of the landscape would not be complete without reading the section on Heirloom Plantings in Chapter 10.

Burial ground conservation and preservation is the least level of involvement in the burial ground. Whenever possible, you should address the cause of the problem prior to addressing the problem.

Any planting, heirloom or not, that has a root system or is overtaking a burial site or gravestone, to the extent that the individual site or stone is bound to sustain damage, should be either cut back or completely removed if it is deemed to be intrusive (not intended to be there). If you must remove an heirloom planting you should replace it with the same planting but keep the replacement under control. If the removal of the planting would involve further damage to the burial site then you should consider pruning as opposed to removal.

Other conditions of concern include overhanging branches and damaged or dying trees that can cause damage to the hardscape if left alone. Other problems from trees include those that were

planted too close to the hardscape. Over time the tree trunk has grown and eventually encased (swallowed) the stone.

Burrowing animals are a huge safety concern from the holes they create, the collapse of the ground from their tunnels, and the potential for toppling gravestones by removal of the soil underneath the stone. Removal of underground and burrowing animals should be addressed by a professional.

Natural erosion of the ground soil needs to be addressed because the loss of the soil under the hardscape can cause it to collapse. The drainage of areas that flood in your burial ground should likewise be a consideration.

Landscape restoration:

Restoration of the landscape is returning the landscape to its original design at a particular point in time. You must make a determination as to what point in time you want the restoration project to reflect. A restoration project encompasses the return of the original plantings such as grasses, ivy, or periwinkle that was in the burial ground or burial site at the time you have established.

Landscape maintenance:

Maintenance of the landscape may take several different approaches. Historically, burial ground groundcover was not cut on a regular basis which could mean once a year on Memorial Day. Currently, many owners or caretakers want a manicured look and cut the groundcover on a regular basis. You and your group should consider local regulations, funding, and manpower when determining your maintenance plan. You may want to consider hiring burial ground professionals to help you formulate your maintenance plan. Another alternative to hiring a burial ground professional is contacting a local gardening club or extension office for assistance or referrals.

Hardscape conservation and preservation:

Conservation and preservation involve very little work as far as the hardscape is concerned. For the most part you will prevent any further damage to the grave markers. If any stone that is leaning to the degree that it is about to fall over, or unstable to the point that very little force causes it to teeter, or it has deteriorated to the point that it may collapse on itself you should consider stabilizing the stone. This is foremost an issue of safety for visitors and a prevention of damage to the stone in question and other stones in proximity. Any stones that are broken or otherwise not upright are not addressed under conservation and preservation.

Hardscape restoration:

Restoration of the hardscape includes, but is not limited to, the repairing of broken, cracked, delaminated, and deteriorated stones. It also includes, but is not limited to, the resetting of the stones that have fallen over and the straightening of leaning and tilted gravestones. Restoration

of the hardscape also includes, but is not limited to, the cleaning of obscured carved features and heavily soiled gravestones.

While, by definition, it is impossible to fully “restore” a burial ground to its pristine, original state restoration for your purpose may be to restore to a particular point in time, not necessarily an effort to return the site to the condition at its original plan.

Hardscape maintenance:

Maintenance of the hardscape primarily involves ensuring that the manmade objects remain in the condition they were at the time the maintenance plan was established.

Site Assessment

Your next step should be to conduct a site survey that includes creating a map, cataloging the area, documenting the stones and the landscape, taking pictures, assessing the conditions of the stones and the landscape. This process was discussed in Chapter 7.

Once you have documented the burial ground and assessed the conditions of the stones and the landscape you should prioritize the work based on the needs, the funding you have secured, and the manpower for your use.

Due to the vast array of conditions found in the various types and styles of stones, it would be virtually impossible to address how to repair, clean, and reset all the various stones and conditions. The following discussion highlights prioritizing the conditions of the stones and what materials and/or techniques that you don’t want to do or use.

Please note that stones and monuments are much heavier than they appear. For example marble stones weigh on average 160 to 168 pounds per cubic foot. The average marble tablet found in a burial ground weighs approximately 220 pounds. In addition, a vertical tablet may be much longer and larger than what appears above the surface.

Cleaning a Gravestone

When it comes to cleaning a gravestone, several factors must be considered. Does this stone really need to be cleaned? Will the cleaning prevent further deterioration to the stone? Cleaning a stone is often not necessary and may have the potential to cause damage.

There is no across-the-board procedure or practice for cleaning gravestones. What works for one stone, may not work for another. Most importantly, it is unrealistic to conclude anyone would be able to successfully remove several years of oxidation, soiling, and pollutant build-up in just a few minutes of cleaning.

The type of stone that is to be cleaned needs to be identified and conditions assessed to determine if the stone can tolerate the cleaning process. What needs to be considered next is the type of soiling that is being cleaned. Is it carbon-based (pollutant), biological (lichen, moss),

oxidant (staining from atmospheric chemical reactions, ferrous metals), or is it just natural soiling (most commonly the result of the stone being on the ground).

In most cases, a professional should be consulted, however, a general cleaning can achieve the results that will not only enable you to enhance the appearance of the stone but also make it more legible. In some cases, a general cleaning has been known to achieve very impressive results.

A general cleaning can be considered appropriate for all stones and types of soiling. It includes the use of several gallons of clean water, a non-ionic biocide cleaning solution, soft, synthetic bristle brushes of various sizes, plastic putty knives/scrapers of various sizes, protective safety equipment such as gloves and eye protection, and patience.

It is a good habit to clean the back of the stone first. If there is an unseen problem with the stone, starting with the back may prevent damage to the carving on the front if a problem arises during the cleaning process. It is also suggested that the stone be cleaned from the bottom up in order to avoid streaking and staining from the runoff.

You should plan to have on-site copious amounts of water. One way to get water to the stone to be cleaned can be best achieved with a three-gallon, manually pumped, self-dispensing pneumatic, chemical spray can that can be found in the gardening section of your local home improvement store or lawn and garden supplier. A three-gallon pump sprayer is standard but various other sizes are available as well as models and pumping styles. It is preferred to avoid the metal-tipped wand due to the risk and high probability that the stone surface could be struck with the tip.

The stone should be thoroughly moistened from the top down and only on the side that is being cleaned. Effort should be made not to allow the stone or the area that is being cleaned to dry until the cleaning process is complete. Once wet, with an appropriate size synthetic bristled brush, select an area at the bottom of the stone and start brushing.

When cleaning is completed apply copious amounts of water to thoroughly rinse the stone. When you are satisfied that the area has been completely rinsed then you can move to the next part of the stone to be cleaned.

Cleaning Solutions for Biological Growth

The most inexpensive cleaning solution, that is readily available, and easy to mix is a solution of high-test hypochlorite (hereinafter referred to as "HTH") (shock treatment that is manufactured for swimming pools) and water. It is recommended that you purchase the liquid form of HTH as it is easier to mix. [One cup of liquid HTH to three gallons of water should be mixed in a chemical sprayer]. This solution can be used to moisten the stone if it is preferred but it must be thoroughly rinsed therefore two sprayers are recommended: one for the cleaning solution; and one for clean water to moisten before and rinsing after application. HTH can be found in the pool section of a local retailer or at a swimming pool supplier.

Another cleaning solution that is highly effective is D/2 Biological Solution. This can be applied to dry or wet stone and can either be scrubbed or rinsed off or allowed to remain on the stone for deeper penetration. Currently, D/2 Biological Solution is exclusively available through Cathedral Stone Products, Inc.

HTH and D/2 can damage or kill the surrounding vegetation.

When cleaning biological growth from stones remember that the growth has roots that may penetrate deep into the porous substrate of the stone. The longer that a cleaning solution is allowed to soak or penetrate into a stone's surface, the more thoroughly the cleaning will be, and the higher the chances that the growth will be removed.

If you are uncertain as to what to do in order to get the results that you want, the following guidelines should help you with what to do or not do when it comes to burial ground and gravestone conservation and preservation:

1. Do no harm.
2. Do not do anything that cannot be undone or reversed.
3. Do not use chemicals without first conducting a thorough investigation of the reaction of the stone to the chemical.
4. Do implement the gentlest, least aggressive, and least invasive method or technique first
5. Do document all activities, investigations, assessments, examinations, and scientific studies and treatments.

Resetting Gravestones

We choose not to include the procedures for resetting stones in this Guide. Resetting gravestones can be an extremely daunting and complicated task. So many factors need to be considered and specialized equipment required to lift gravestones. Certain techniques and methods are needed to safely handle and move stones. The task can also be made more complex by how the stones were initially erected. Unless your project involves simple tablet stones or other one-piece markers to reset, it is recommended that you contact a cemetery expert to discuss resetting more complex stones.

If you choose to reset the simple tablet stones or other one-piece marker stones we recommend that you take a class first or attend a workshop. Reading materials on the topic does not adequately prepare you for the actual process. The Association for Gravestone Studies offers a conservation workshop each year during their Annual Meeting. Also check with the Coalition, local genealogical and historical societies, and other cemetery groups for such workshops.

Landscape

The landscape of a burial ground is just as important as well as significant as the hardscape. The grass, which is often taken for granted is most likely the same grass that was planted/present when the burial ground was first founded. Certain other vegetation such as

trees and shrubs which may now be overgrown, could very well have been intended and either deliberately planted or allowed to grow.

All too often, an old, abandoned burial ground is encountered and found to be over grown and inaccessible. The first thing that is done, is the site is completely cleared or cleaned up with weed eaters, brush cutters, and in some cases chain saws. Though this will allow one to achieve immediate results, it in turn can destroy the authenticity of the site as well as cause permanent damage to the landscape through the destruction of intended vegetation.

If the site is overgrown either wait until the mid-fall or winter for access or cut back the overgrowth just enough to allow accessibility to the site as well as the markers. Documentation of what was done should be completed including an attempt to identify the type or types of vegetation allowed to remain as well as the vegetation that was cut and removed. A note should also be included that explains why the course of action was taken.

Maintenance Plan

Once you have completed your work in the burial ground you will have to implement your maintenance plan. A maintenance plan will provide your volunteers with a schedule of activities that will help maintain both the landscape and the hardscape.

It is recommended that plot or cemetery maintenance be completed twice a year, preferably in the fall (after the growing season) and spring (before the growing season to clean up any winter damage). The volunteers should conduct an assessment of the manmade objects at least every 3 years.

Secure the Site

Most burial grounds are very hard, if not impossible, to secure. You may find guardians in unlikely places. Promote interest in your burial ground with the locals. If the locals have an interest in, or knowledge of, the burial ground they are more likely to take action against theft and vandalism. Leave your contact information and ask the neighbors to report suspicious activity or visitors. Post signs indicating your contact information. Most people may leave the site untouched if they know that someone cares or is looking out for the burial ground.

Documentation, another step to help with security has already been discussed in Chapter 7. When you have documented the man-made objects in a burial ground you have created a record. If the objects disappear you have a picture that the authorities can use to help find the missing item. The documentation may not help to prevent the theft but it may help to recover the item.

CHAPTER 10

Miscellaneous Topics

Burial Ground Etiquette

It is important to be respectful of the burial ground once you have been given permission to enter. Burial grounds are usually private property and, unless you are there to view the grave of a relative, you can be asked to leave, hence the requirement to obtain permission first. While you are in the burial ground:

- Do look for posted rules and regulations. If you do not observe posted signs ask for the rules and regulations.
- Do stay in designated walkways and off the cemetery lots.
- Do not touch any memorials or artifacts.
- Do not add, take away, or modify a memorial in any way. If it's not yours, don't touch it.
- Do avoid interfering with the plants and wildlife that inhabit the burial sites.
- Do keep your vehicle on designated roadways or in parking areas.
- Do not block cemetery roadways.
- Do rubbings of stones only after permission has been granted by the cemetery office or owner.
- Do not apply any foreign substance on or to a stone. What appears to you to be harmless may cause irreversible damage to a stone.
- Do keep your pets under control and clean up after them, if pets are allowed in a burial ground then.
- Do teach your children to respect the dead and do not allow them to run around or climb over memorials, if you bring your children with you. This is not only out of respect for the deceased but for the safety of your child.
- Do not litter, including cigarette butts. Take all your trash with you and if you see someone's trash consider removing it as well. Remember, what you may consider trash, may be something that was placed on a burial site as a memento.
- Do not disturb others that are there. This applies to both the living and the dead.
- Do report any suspected damage or vandalism that you notice during your visit.

Heirloom Plantings

Heirloom plantings are any plant material, such as flowers, bulbs, bushes, vines, and trees that were grown during an earlier period and may now only be found in limited locations. There are several schools of thought regarding how a plant is classified as an heirloom. According to Wikipedia, “a true heirloom is a cultivar that has been nurtured, selected, and handed down from one family member to another for many generations.” According to Betty Jacum of Adams County, PA, “Plants are generally considered heirlooms when they can be traced back 100 to 150 years.”

Heirloom plantings can be found in burial grounds and are historic records of the era in which they were planted and a loving remembrance to the departed. Whatever your reasons for working in a burial ground any plantings that you encounter should not be unceremoniously pulled until further information about the plant is obtained and a determination made as to the origin of the plant.

In Chapter 7 we discussed the documentation and recordation of burial sites. As you document the burial sites you should also consider documenting the plantings that you find. You should record information about the planting on a standardized form. Appendix G. Heirloom Planting Record has been provided for your use. While recording the burial sites and plantings you should consider recording the location of all the plantings on a map of the burial ground. More information regarding site mapping can be found in Chapter 7.

As you complete your Heirloom Planting Record and plot the plant material on a map you should also take photographs of the plants. The photographs should be filed with your completed forms. In addition to photographs of the individual or groupings of plants you should take a number of panoramic photographs of the burial ground as well. In fact, a photographic record of the look of your cemetery and plants at various times during the year: winter; spring; summer; and autumn is recommended. You may want to try and locate old photographs of your burial ground to see the landscape at various periods during its existence.

Take cuttings of the plant material several times during the year. The material should be dried or pressed and should be filed with the forms and photographs for reference and documentation purposes. The cuttings should include samples of the blooming and non-blooming plant material.

Once you have documented and photographed the plant material, plotted the locations on a map of the cemetery, and dried or pressed samples you should now research your samples to determine the origin of the plantings. Plant and garden books as well as the Internet can assist you in finding the names and genera of the plants found in your burial ground. If you are having trouble identifying your plants you can consult with master gardeners, county extension agencies, gardening clubs, cemetery professionals, and landscape preservationists in the area local to the burial ground for assistance in identifying your plants.

Maryland contains various microclimates so flowers and historic plantings will be different in each part of the state and will be relative to the beginning of the cemetery. Find the oldest

gravestone or burial and use that time frame as the starting point for your search on historic plants used during the period being researched.

Before removing vegetation look around each gravestone's base. Look for evidence of flowers, bulbs, trees, shrubs, and other plantings which will be in close proximity to the gravestone. Mark the various plantings with tomato cages, poles or tags before determining which plantings have been in the cemetery for some time. Marking the plant will help protect the plantings as you begin your cemetery project.

After you have documented, photographed, obtained cuttings, and researched the heirloom plantings you may begin to cut back the invasive and weedy plant material. It is preferable to hand weed around the gravestone and heirloom plantings. If you must mow proceed with caution so you do not hit the hardscape with the mower. If you must use a weed eater use a number 8 cord and stay as far from the hardscape as possible to avoid the possibility of hitting the stone.

You do not want to leave lawn trimmings on the stones (especially marble) because the plant material may leave stains. Be cautious of stones that are leaning and unstable. With vegetation that is too thick for the weed whacker use hand tools instead.

All of this may seem tedious, but it will be well worth the effort when the overgrowth is removed and the heirloom plantings and hardscape reappear. The heirloom plantings will be saved and in beautiful form when blooming and the landscape will be easier to maintain in the future.

Remember to save seeds from your historic plantings, take cuttings, and separate bulbs to ensure the health and increase the life span of the historic plants.

Gravestone Rubbings

Your interest in burial grounds may be in creating a rubbing of the carvings and inscriptions found on the gravestones. The following information is provided as a guideline for the proper way to create a rubbing and the materials you will need to lift the image from the stone.

On a very basic level, to lift an image from a gravestone you need:

- An image with raised and carved sections.
- Paper in which to put this image on.
- A special rubbing wax to lift the image from the stone.
- Permission to do a rubbing from the cemetery management.
- An undamaged stone that will not be harmed by light pressure.
- An understanding of how to lift an image without marking or damaging the stone.

Paper – Rice paper is a recommended material because it can capture details while remaining fairly strong. It is not as acidic as newsprint and it comes in a variety of widths so you can cut it to whatever size you need. Some finer, higher quality rice paper has textures which will show up when you rub. Sometimes these textures add to the piece, and sometimes it can detract. The larger sizes of paper come in handy for larger stones. There are also specialized papers just for rubbing as well as a special blue waxed paper used in the monument business to make a record of the stones.

Wax – Lumber crayons are a good start. They are available at hardware stores, come in a variety of colors, and can be as thick as kindergarten crayons, but with a higher melting point. You use these lengthwise - strip the paper off to use them properly. You can, of course, use specially designed wax cakes developed just for rubbing.

Other very helpful items to bring with you include:

Scissors are needed to cut the paper from the roll. Make sure you cut the paper larger than the image you selected. It is recommended to wrap the paper around or over the stone. This helps to insure no wax accidentally gets left on the stone.

Tape is used to help secure the paper to the stone. Blue painters' tape, found in any home improvement store, is best because it is strong enough to lightly secure the paper to the stone without leaving any residue on the stone surface and does not damage the paper in the removal process. You can reduce the stickiness more by "sticking" the tape to your shirt before using it on paper and stone.

A very soft bristle brush can be useful to carefully clear loose dirt and grass from the surface of the stone. It is important to select a brush that will not mark or mar the surface of the stone. You want to lightly clear the stone of debris without causing other harm.

Note that it is important to not mark or mar the stone you are rubbing in any way. Placing the paper all the way over the edges and around the stone helps to ensure you do not get any wax on the stone. Using not-so-sticky tape reduces the possibility of leaving residue. You may find various articles that advocate using certain substances to help bring out the lettering on headstones or to help you lift a better image. Often times these actually encourage lichen to grow or can chemically damage the stones. Please be cautious. These stones are meant to last a long time.

Don't forget to carry out all your trash, such as your used tape, lumber crayon wrappers, etc.

Do not choose stones that are damaged, that are loose and therefore cannot stand up to any application of pressure, that are leaning, that have a crumbly surface, that feel hollow, or the layers are separating or flaking. Avoid markers with lichen growing on the surface.

It's better to learn the good rubbing techniques and try out your tools before you enter a burial ground. It is therefore recommended that you practice at home before you attempt to lift an image on site.

Here are a few tips you might want to consider as you practice:

1. You want the paper secured on the stone but not so tight that it doesn't have a tiny bit of give at the cutaway places (not much - just a bit of give).
2. Use the lumber crayon lengthwise thereby covering a wide area.
3. You want to get the shape of the stone first so do all the edges of the large areas. You can always go back later (maybe even touch these areas once you get home) to fill in the large areas that would just be plain or dark.
4. Take your time over the words and artwork and relief areas. It is better to get a faint image first of these areas. The faint image will guide you later if you decide to go back over sections for a darker image.
5. Again, you can always touch up light areas later once you are home. But if the rubbing is too dark, you cannot erase what is already there.
6. Roll your completed images carefully. The wax can rub off onto other pages, so do not roll image sides together. Having a cardboard tube to put your images in helps to protect them from getting crushed on the way home.
7. Do not leave your completed rubbings in the car. If the heat increases sufficiently it will melt the wax, thus destroying your work.

8. Use a non-yellowing fixative on your image to help preserve it.

Other Useful Items to consider bringing along include:

- A copy of your written permission to lift this image.
- Hand cleaner for getting wax crayon and dirt off your hands.
- Small hand towel to dry hands or clean the stone.
- Kneeling pad for your knees – rubbing is GREAT for the quadriceps.
- Paper tube for carrying your completed project and protect from rain.
- Gloves to wear when handling grasses, plants, etc.
- Pencil to note date, location, and other pertinent information on the back of your rubbing.
- Plastic bag for trash, tape, other materials, and to cover papers if it starts to rain.
- Bag or hip-pack to carry supplies.
- Insect repellent.
- An article about Lifting an Image to show people who have questions.
- Water to maintain hydration and to remove any wax residue

Foil Impressions

In the previous section of this chapter we discussed how to do a rubbing of a gravestone. Rubbings only work on surfaces that are flat. If you are interested in obtaining more depth of the carving and other details in the design you can create a foil impression. Foil is useful for statuary art forms as well as flat stones.

Before you begin to gather your materials you must choose a gravestone that is structurally sound. Do not choose a stone that is damaged, is loose or leaning, cannot stand up to any application of pressure, feels hollow, has the layers separating or flaking, or has recently been repaired. Also, make sure the stone has not started another weathering process called “sugaring”. Old sandstone and marble gravestones often have a “sugary” feel due physical or chemical weathering of the rock. The sugared surface is not good for foil impressions because the impressions may come out too grainy and the act of rubbing may cause further damage to the grave marker.

Items you will need:

- Permission from the cemetery management to do a foil impression.
- 36 or 38 gauge tooling foil. (See the Appendix J for tooling foil purchasing information.) You can also use aluminum foil found in grocery stores but it is recommended you purchase a cheap brand. The more expensive foils are usually too stiff to get a good impression of the stone.
- Blue painters’ tape, found in any home improvement store, is best because it is strong enough to lightly secure the foil to the stone without leaving any residue on the stone surface and does not damage the foil in the removal process. You can reduce the stickiness more by “sticking” the tape to your shirt before using it on foil and stone.
- A very soft bristle brush can be useful to carefully clear loose dirt and grass from the surface of the stone. It is important to select a brush that will not mark or mar the surface of the stone. You want to lightly clean the stone of debris without causing other harm.
- Wooden or plastic tools for metal/leather tooling. You can also use cotton gloves.
- One small square of flannel fabric

Additional items you should consider taking with you:

- An old towel or blanket on which to kneel..
- A hat for hot, sunny days. Sunscreen is a must for any day in the cemetery.
- A box lid to carry home the completed foil impression.

- Pencil to note date, location, and other pertinent information on the back.
- Plastic bag for trash, tape, other materials, and to cover papers if it starts to rain.
- Bag or hip-pack to carry supplies.
- Insect repellent.
-
- An article about foil impressions to show people who have questions.
- Water to maintain hydration.

Instructions for creating a foil impression:

1. We cannot emphasize enough that you must choose a gravestone that is structurally sound. Problems with gravestones to look for are outlined above.
2. Place the foil, dull side out, over the symbol you wish to use for the impression. You may use blue painters' tape (not scotch tape) to secure the foil to the stone. Be sure to place the tape along the edge of the foil so it can be easily removed and will not interfere with your impression.
3. Use the flannel cloth or cotton gloves to rub over the symbol. You will start to see the impression in the foil. Once the symbol is visible, use the wooden tools to make the image stand out even more.
4. When you are satisfied with the impression, carefully remove the tape from the gravestone and the foil.
5. Later, when you are home, you can apply black acrylic paint with a sponge or old pantyhose to give the impression a more antique look.

Thanks to Elizabeth Santore of the Association for Gravestone Studies for allowing the Coalition permission to use her instructions for creating foil impressions. Additional information not found in Ms. Santore's material was provided by the Outreach Committee.

Photographing Markers

There are many reasons for photographing gravestones and we have included a few here:

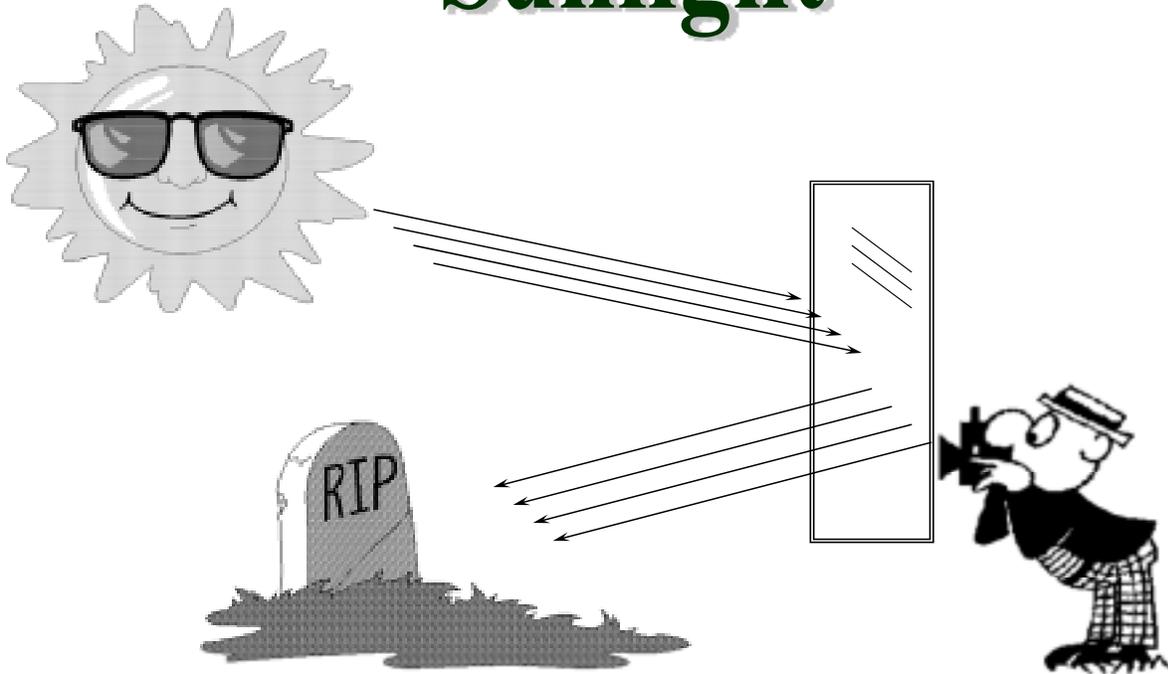
- For documentation purposes it is always best to obtain a written transcription of the information found on a gravestone but an excellent supplement to the written record is a photograph.
- A photograph provides an exact record of the stone at the time the picture is taken. If the stone is later damaged or stolen the photograph may be the only image available.
- If you want to create a rubbing of a stone and the cemetery refuses permission, state or local law forbids the practice, or a stone cannot be rubbed due to its deteriorated condition a photograph is a good alternative.
- If you are having trouble reading the inscription on a stone, a digital image may help enhance the image thereby making illegible areas legible. The various photo enhancing software packages on the market also allow you to manipulate images to highlight areas likewise aiding in making an inscription readable.
- Lastly, photographing a stone does not cause any further deterioration or damage to the stone.

If you are interested in taking photographs of stones consider the following tips:

Photographs turn out best:

- If you time your visit so that the sun provides optimum light. Pictures taken just after sunrise, if the stone is facing east, are usually best. If the stone is facing west then consider taking your photograph closer to sunset.
- For readability of the gravestone you should wait until the sunlight is strong and at a 10 to 30 degree angle to the stone. The light will cast shadows across the surface of the stone thereby allowing the shadow of the lettering and symbolism to be seen and readable.
- If you cannot get sufficient light you can use a mirror to cast light on a stone that is in a shaded area so that the light throws a shadow across the face of the stone. Any size mirror will do but the smaller the mirror the smaller the highlighted area. A piece of cardboard wrapped with foil can be used in place of a mirror.
- If you use a spray bottle to lightly spray water across the inscription it may help with the readability of the inscription.
- If you position the camera so it is level and even (90 degrees) with the face of the gravestone/marker especially if the stone is tilted.
- If you position the camera as close to the stone as possible and within the camera's focal length.
- If weeds and other obstructions, to include grave goods, are moved the items must be returned after the picture is taken.
- If using a digital camera use the highest resolution possible or save in raw format, if using a standard camera use good black and white film.
- If you take your time!

Sunlight



NOTE: If you are documenting a large cemetery/burial ground you may want to use an identification marker set beside the stone so you can match the photograph to your survey form.

Symbolism

As we wander cemeteries, looking at the various headstones and monuments, we may speculate the meanings behind the designs we find carved on the gravestones. Genealogists, historians, anthropologists, and others know symbols are important because they may provide clues about the person. Symbols may document how friends and relatives viewed the deceased, may provide the fraternal, social, or religious organization the deceased was a member, may identify what beliefs (religious, social, political) the deceased held, may identify a cause of death (rare), or may identify the occupation or hobby of the deceased.

Some symbols are easily interpreted and others have some obscure meaning that cause great debate among layman and scholars interested in gravestone art. Before you attempt to interpret the meaning of a symbol found on a gravestone you should ask yourself a few questions regarding the deceased and the significance or insignificance of the symbol to the deceased's life. Most symbols carry an abstract concept that is based on one or more of the following: the period of time the deceased died; the deceased's religious beliefs; or the events that were shaping the deceased's life.

When you find a symbol that you are trying to interpret you should place yourself back to the time the stone was made and think of the events that were shaping the history and the life of the deceased at the time of their death and consider the following questions:

1. Was the marker chosen by the deceased or did grieving family members choose the marker at the time of death? Pre-need is a relatively modern concept, early 20th century. If you are looking at older stones more than likely the grieving family ordered the stone at the time of death or when they could afford the stone.
2. Was the symbol chosen because they "liked it"? "They" could be the deceased or a family member.
3. Was the symbol chosen because it was frequently used on other markers in the same burial ground?
4. Was the symbol chosen because of the type of burial ground the marker was found? Religious cemeteries will carry symbols rich in spiritual iconography. Ethnic cemeteries will carry symbols associated with the culture of those buried there.
5. Was the symbol chosen because of the period in history? Symbols may contain themes of mortality, resurrection, or remembrance depending on the time period the symbol was carved on the stone. After periods of war you may find many symbols rich with military themes.
6. Was the symbol chosen because of the area of the State? You may find water-themed symbols when the burial ground is near water or agriculturally rich symbols near farm or ranch land.

7. Was the symbol chosen to identify the lineage of the deceased or their standing in the community? Wealthy families may choose a monument with elaborate symbols that equaled their station in life.

8. Was the symbol chosen because it identifies the deceased as a member of certain religion? Catholic Italian and Polish cemeteries are predominately Catholic so you will find symbolism relating to the faith of the deceased

9. Was the symbol chosen because of the age of the deceased? A sheaf of wheat will frequently depict old age or a lamb and flower blossom may mean the deceased was a young child.

10. Was the symbol chosen because military service? In a traditional military cemetery the graves are marked with a simple white stone usually made from marble. The symbol found at the top of the stone represents the “emblem of belief” for the service member. Service information will be found in the epitaph but the Government does not have provide military-themed symbols on military-issued stones.

11. Was the symbol chosen because of the occupation or profession of the deceased? During the 19th century it was considered proper to depict the deceased’s profession on their gravestone.

12. Was the symbol chosen because of the deceased’s affiliation with a certain organization? There are many organizations such as fraternal benefit societies, volunteer firefighter groups, American Legion, VFW, and lineage-based societies such as the Daughters of the American Revolution and the Sons of the American Revolution.

13. Was the symbol chosen to depict the cause of death of the deceased? A symbol depicting the cause of death is rarely used on markers. The cause of death may be carved on the stone but not a symbol representing the cause of death.

14. Was the symbol chosen to depict the hobbies or special interests of the deceased? Symbols showing hobbies and special interests are very popular on contemporary stones.

Never attach a meaning to a symbol without considering some or all of the questions outlined above. If you look at a gravestone that contains the Masonic Square and Compass with the "G" in the center you can presume with almost certainty that the deceased was a Mason. But don't take every tree trunk that you see and deduce that your ancestor was a Woodsman of the World. It is recommended that you find the meaning of a symbol and consider the time period the gravestone was carved, the events that were shaping your ancestor's life, and their religious beliefs to come to a more accurate meaning for that symbol as it relates to the headstone you are viewing.

As burial grounds have evolved over time so have symbols experienced an evolution.

During the 17th century mortality influenced the symbols. Words of warning with important graphic symbols were meant to be studied and taken seriously by the living. Headstone images

from colonial and early America rejected formal Christian iconography in favor of more secular figures. Enter any colonial cemetery and you will find skulls, crossbones, skeletons, and hourglasses all indicating death is inevitable.

During the 18th century the iconography evolved into a celebration of life. Winged cherubs, angels, and attempts at realistic portraiture replaced the skeletons and grinning skulls found in early gravestones. The markers celebrated the life of the deceased rather than indicating only the spot as a burial place.

During the 19th century the evolution continued and included wreaths, swags, urns, weeping willows, doves, lambs, and fingers pointing to heaven. Victorian, Greek and Egyptian revival, and Roman Classical revival influenced the symbols. Symbolic triangles appear representing faith, hope and charity. The all-seeing eye becomes popular. Hearts, crosses, crowns, limbs broken from trunks of trees, and flower stems severed in the middle. Farewell imagery was popular such as the handshake.

During the 20th century hand-carved stones become a thing of the past. Technological advances include laser-etched pictures and elaborate scenes on highly polished granite are popular.

During the 21st century video displays with GPS chips are finding their way into the burial grounds. The video display may include a message from the deceased or a message from the family.

Stone Carvers

To tell someone that you are interested in cemeteries or gravestones only tells the listener part of your story. There are many different aspects of cemeteries and gravestones that attract your interest. You may be interested in the symbols, in the epitaphs, in creating a rubbing, or you may be interested in the carver that created the carvings on the stone.

There are various reasons for researching stone carvers. If you are a genealogist, finding the carvers' signature or mark on a stone may open up new avenues of research. You could try to ascertain the location of the carver's records to determine if there is any information about the deceased in those records that you have not been able to uncover using conventional records. You may learn that the carver carved other stones for your family and that knowledge leads you to the location of other stones belonging to family members. The carver may be a relative of the family you are researching. Some families ordered gravestones and had them shipped from their homeland. Any record of these imported gravestones may give you a lead to the location of the family in the old country.

Your interest in a stone carver may not have any connection to your family history. Many older stones were not signed by the carver when they were created and installed in the burial ground. People wishing to identify these unknown carvers analyze the style of the carvings in the hopes of identifying the carver. Using the style as well as probate records and stones that are signed have helped to identify these previously unknown carvers. Some researchers have even been able to locate apprentices by evaluating the carving style and determining similarities between the apprentice and master carver.

Mapping Burial Grounds

Burial ground maps are very important for several groups of people. The cemetery office or church needs to know what burial plots have been sold and what plots are still available, a funeral director needs to know where to bury the deceased, and genealogists, family members, and friends use maps to help locate the burial sites of their family members and friends.

There are several types of maps that may be available for a burial ground. In some cemeteries the management has created a map that includes the boundaries of the cemetery, the roads, the sections, and any building or permanent object to help guide a visitor through the grounds. Management may also have on hand, and may provide a copy of, a plot [or lot] map which identifies the burials within the boundaries of the plot [or lot]. Such maps may or may not provide identification of the plot or lot owner.

If you are planning a project whether it is to document, photograph, or survey the cemetery a copy of a cemetery map and plot [or lot] map are good sources for aiding in defining the scope of your project. If a map is unavailable you may need to start your project by creating a map. There are several resources available to guide you. [See Appendices L and K.]

Cemetery Safety

Introduction

Many diverse and varied groups love burial grounds and spend a great deal of time exploring them for clues about their ancestors, art and symbols from the past, history of the community or just peaceful solitude from a long and hectic day. Unfortunately, however, burial grounds can be dangerous places. You may step in a hole and twist an ankle, fall into an open grave, be bitten by a snake or a spider, have a tombstone topple over on you, or encounter some unsavory characters who may do you harm. It's always wise to take someone with you when you go to a cemetery for research purposes. Your companion can always help with your research, or in the event of an emergency, can provide or summon help.

Plan

Knowledge of the basics is important and should never be forgotten or taken for granted. Do the research and make sure you know the hours the cemetery is open and accessible and if the gates are locked when the cemetery is closed. Determine if there is an onsite superintendent and if there are basic amenities located on site. Look up the address and phone number and give it to someone to use in case of an emergency along with your cell phone number. Check the signal strength of your phone frequently to make sure you know any dead spots where emergency communications will not be available.

Know the lay of the land for the cemetery you are planning to visit. Obtain a map and do the basic reconnaissance prior to starting any project. Annotate the map with all of the problem areas and pain points throughout the cemetery, both for you and your vehicle. Be familiar with things such as dead end roads, roads that are too small for your vehicle to safely navigate and ground that will not support your vehicle. Know where to drive and where to walk and it can never be said enough that there is safety in numbers.

Research all possible harmful animals or plants that could be hidden throughout the cemetery and know your own history of how such things will affect you.

Prepare

Prior to any "adventure" you embark on prepare a bag or box with both general safety supplies and those that are specific for your area or the specific time or season. This should at a minimum consist of the following:

1. Drinking water.
2. Sunscreen and hats.
3. Gloves (leather work gloves, jersey work gloves and rubber gloves).
4. Boots.
5. Long-sleeve shirt.
6. Insect repellent.
7. First Aid kit.

8. Snakebite kit (available from sporting goods stores that carry camping and hiking goods).
9. Walking stick.
10. Cellular phone (sooner or later someone will fall over a tombstone or footstone).
11. Safety eyewear.
12. Antibacterial liquid soap and/or waterless instant hand sanitizer (such as Purell).
13. Protective hand lotion (such as "Gloves in a Bottle" or ivy block (*poison ivy, oak and sumac protection*)).
14. Personal protection spray - Wasp Spray (Yes, you read that correctly.) Wasp spray is legal to carry in all jurisdictions, works on man and animal alike, and sprays a distance of approximately 20 feet, keeping you a safe distance from the threat.
15. You should also bring along anything you may need for your own health, for example:
 - a. Blood Pressure Medicine (or any other prescription medication).
 - b. Bee Sting Kit (for those of us allergic to bee stings).
16. Any other item that you may need for your personal protection that is not listed here.

Protect

The best way to be safe in a cemetery is to make sure you prevent “bad” things from happening. Although it is very important to be prepared and know what to do in case of an emergency, your primary goal should be to prevent problems and protect yourself as well as the cemetery.

Knowledge, precaution, and knowing your own limits are the keys to self-protection.

Marble, concrete, and other memorial stones dot the cemetery landscape. Due to the size and weight of these stones, take care when photographing and surveying them; overturned stones can cause fatalities. When approaching existing stones they should be inspected to ensure that they are firmly and securely set.

You must absolutely never sit, lean, or rest on stones. Stones are often far more fragile than they at first appear. In fact, assume that all stones are fragile and contain internal damage.

Practice field safety including sun protection and taking precautions for cold and heat stress. Learn about hazardous pests such as wasps, bees and snakes and the appropriate response and first aid for stings and bites. Avoid slips, trips, and falls by moving cautiously through the landscape and being aware of uneven ground and hidden depressions and holes. Avoid walking over grave sites and concrete slabs; older graves may cave in while slabs may be covered with slippery moss or lichen. Consider using a walking stick to probe the ground.

Dangers of Open Grave Sites

Scientific literature documents the potential dangers of exposure to human remains, the dust and residue in and around human remains, and the potential for transmission of bacterial, viral, and chemical pathogens from exposed human remains.

We're talking about some pretty serious and nasty stuff. The main ones that come to mind are anthrax, botulism, tuberculosis, smallpox, Hepatitis A, cholera, and typhoid. Think of it as all the sorts of unfriendly organisms that you really don't want to have hanging around, or to be resurfaced, or to move into an ecosystem via movement in groundwater.

Embalming human remains for burial has taken a long road to its present state as an art that now minimizes health and environmental concerns of burials. Along the way, health and safety were not always considerations. From the Civil War until about 1910, arsenic was the main ingredient in the embalming fluids used widely throughout the country. Although effective, arsenic is toxic and persistent, and elemental arsenic will never degrade into harmless by-products. Progress in embalming practices during the late 1880s has left a legacy that can potentially harm the health of archeologists or cemetery workers, and impact the environment. Awareness of this potential problem is the first step in alleviating any real damage that might occur.

Police (not 911)

Make sure that each site you have used and any project you have completed is truly in the proper condition to be turned over to the next person. Make sure all trash and remaining resources are properly removed or disposed of. Do not create future safety issues.

What to Consider When Hiring a Cemetery Expert

If you have arrived at the point in your project that you are unable to complete the work due to the limited abilities and experiences of the volunteers you should consider hiring a cemetery expert.

At the time this publication was completed and ready for the public there were no national organizations overseeing the industry of cemetery preservation/conservation and there were no nationally recognized standards that individuals or businesses in the industry were expected to follow. Any proposed work that you undertake with a professional should conform to the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works.

A cemetery expert is one who includes in their expertise the handling, resetting, and repairing of cemetery gravestones and hardscapes. The expert should have experience in the type of cemetery work that is required and should be able to identify the different types and styles of stones that are contained in the cemetery grounds. The expert should be able to interpret and understand the layout of the grounds, as well as the landscape. The expert should be able to identify intrusive vegetation over the vegetation that was intended to be included in the landscape.

When you hire a cemetery expert, you will have hired a professional who handles all aspects of the cemetery. An expert should not spend your money on consulting with outside 'experts', not to mention creating an extremely confusing bureaucracy with the number of people that may become involved with the project and conflicts with the many differences of opinion.

If your cemetery project requires an expert, the expert should recommend a course of action that is in keeping with the budget you have available for your project.

It is very important that you or your group communicate to the professional exactly what you want to accomplish and voice any concerns you have. There should be a written agreement or contract and all the project specifications should be included in the document that is signed by both parties. You should maintain communication during the course of the project to ensure that any changes to the project be addressed and discussed by the parties at the time the changes become necessary or apparent.

It is recommended that when you contact a professional you make the following inquiries:

1. The professional's qualifications.
2. The professional's membership with professional preservation and conservation groups.
3. The size of the professional's firm.
4. The length of time the professional has been in business.
5. The training, experience, and supervision of employees of the professional.
6. References for similar cemetery conservation projects. Consider personally viewing older repairs done by the professional, rather than more recent repairs, to ensure their work has successfully survived and maintained integrity over time.

7. Identify and clarify any concerns the professional might have such as overnight site security, or questions about utilities and permits.
8. Ask if the professional is willing to train others involved in the project, such as cemetery staff or volunteers.
9. Be sure the professional agrees to follow OSHA regulations and to use appropriate safety equipment to minimize the risk of accident or injury.
10. Specify that because of the fragile nature of the landscape, preserving old plants, structures, and markers is a priority, possibly requiring extraordinary buffering techniques to be used.

In your contract with the professional it is recommended that you include the following provisions:

1. A statement detailing the scope of the project.
2. Specify that the professional provide both written and photographic documentation of the work being done. If the cost considerations are not prohibitive negotiate before and after photographs.
3. The fee, payment schedule, and payment terms.
4. Proof of insurance coverage including worker's compensation and liability insurance.
5. Ensure that the professional provides a list of all products that will be used and that MSDS (Material Safety Data Sheets) will be supplied upon request.
6. Develop a written timeframe for the project. Identify circumstances and obligations if the project takes longer than specified in the contract.
7. What sort of actions will be taken in the event of a repair failure and the professional's willingness to return for routine maintenance.
8. Procedures for revising the scope of the project, if necessary, terminating the contract, and settling any disputes.

Most of the above information can and should be addressed through a comprehensive cemetery survey and assessment report that is compiled by the professional. This report is an inventory of each and every condition identified within the cemetery that will affect the cemetery's long- and short-term existence and will prioritize issues needing immediate attention versus those issues that are not as critical. The report should include the assessment of every aspect of the hardscape as well as the landscape and existing physical structures within and surrounding the site.

It is a waste of effort and expense to restore a cemetery and not maintain it. Build provisions for maintenance into the preservation plan. Establish a routine to monitor the site, record conditions and note where repairs are needed. Set realistic priorities for maintenance; for example, where it may not be possible or historically appropriate to keep a large site mowed, paths could be maintained to provide access, with overall mowing done less often.

Glossary

Abandoned cemetery – We were unable to locate a definition for the term “abandoned cemetery” by any agency or law in the State of Maryland.

Adhesives – Synthetic material that bonds separate stone marker surfaces together.

Alter tomb – A solid, horizontal slab that generally is one piece of rock set on a decorative base or box representing an altar. The remains are under the tomb.

Articles of Incorporation – The document filed with the State Department of Assessments and Taxation, Charter Division that provides your corporation name, purpose, address, resident agent, and number and the names of the initial Directors.

Artifacts – Objects that are manmade.

Association for Gravestone Studies (AGS) – An organization founded in 1977 for the purpose of furthering the study and preservation of gravestones.

Barrel vault – An elongated underground vault with a curved roof that is above ground.

Base – The base is the bottom support, customarily, but not necessarily, made of the same material as the rest of the monument. The die or tablet is attached to the base by dowels or adhesives.

Bedstead monument – A monument that consists of a headstone and footstone attached to side rails that can be slotted. The resulting form imitates a bed. Some monuments have soil in the center where family members sow plants. See cradle grave.

Bevel – An angled surface that is straight, curved, or sloped at an angle.

Biological growth – Soiling of the grave marker by natural means such as pollen, fungi, moss, algae, or lichen.

Box tomb – A horizontal slab set on a base or box representing a sarcophagus but with no remains. The remains are in the ground and the box tomb is on top.

Burial ground or burying ground – A place set aside for the burial of the dead. [see cemetery, churchyard, and graveyard below].

Burial mound – A mass of earth or stones placed over a grave.

Burial site – A place for burials.

Burial vault slab – Top of concrete burial vault left at grade, forming imitation ledger.

By-Laws – A document that sets out how an organization is going to operate. The by-laws outline such information as the size of the Board and how it will function, the roles and duties of the Officers and Directors, and when and how many meetings are to be held.

Cap – A cap is placed on top of a die and is usually ornate.

Carbon-based soiling – Soiling of the markers that is caused by pollutants.

Cemetery – An area set aside for the burial of the dead and usually not attached or associated with a church. [see churchyard] The term cemetery became popular during the Rural Cemetery Movement in the mid-1800s. The term is Greek and means “sleeping chamber”.

Cemetery expert – An individual or business who has knowledge and experience about cemeteries that includes, but may not be limited to, landscaping, layouts, monuments, terrain, administration, and has the ability to interpret a cemetery’s history. See cemetery professional.

Cemetery map – A map that includes the boundaries, the roads, the section, and any buildings or permanent objects to help guide a visitor through the grounds.

Cemetery professional – See cemetery expert.

Cenotaph – A monument that is erected to commemorate someone whose burial remains are found elsewhere. It is literally an empty grave.

Chalk – There are several types of chalk. Chalk used on a blackboard is made from calcium carbonate. Other artist chalk is made from plaster of paris, which is gritty and may scratch a blackboard.

Churchyard – An area set aside for the burial of the dead that is or was associated at one time with a church.

City Directory – Directories that were published before telephone directories came into existence. The city directory customarily contained listings of residents of the city as well as business listings to include cemeteries.

Column – A shaft set on a base that can be ornate or plain.

Compass reference orientation – When creating a map of the lot, plot, or cemetery it is customary to indicate the north direction on the map. The symbol is the letter “N” and an arrow pointing in the direction of north.

Conservation – [Note conservation and preservation are being used interchangeably by cemetery professionals so we have combined the terms into one discussion.] Conservation and preservation of the landscape includes removing intrusive vegetation that threatens the hardscape (gravestones, fencing, coping, stairways, etc.) and undermines the original intended terrain

features. The process includes maintaining and nurturing the intended vegetation and other landscape features to prevent the site from becoming overgrown and restricted by invasive plants.

Coping – Low, usually rounded borders surrounding the plot.

Country Graveyard – Burial grounds located in smaller, less urban areas. Grounds are usually void of elaborate monuments and burials are made without regard to class, religion, race, or ethnic background.

Cradle grave – A monument that consists of a headstone and footstone attached to side rails. The resulting form imitates a bed. Some monuments have soil in the center where family members sow plants. See bedstead monument. Cradle graves were usually used for burials of infants or children.

Crypt – An enclosure for a casket in a mausoleum or underground chamber, such as those found beneath a church.

Cubic foot – 12” by 12” by 12”, the measure of volume.

Death certificate – A document issued by a government official that declares the date, location, and cause of a person's death. Information pertaining to the death is provided by a medical doctor and the personal information is provided by a next of kin or close friend of the deceased.

Death notice – A brief notice of death published in a newspaper. This notice is usually included in the paper free of charge. See obituary.

Deeds – Are documents that are signed that grant a right. Relating to property, the deeds are legal instruments used to assign ownership of real property.

Die – The die portion of a monument is customarily tablet in shape and is set upon a base and secured by dowels, adhesives, or gravity. Usually the die is three inches or more in thickness.

Die on base – A monument where the die is adhered to the base by dowels, adhesives, or gravity.

Die in socket – A monument where there is a channel in the base in which a tab at the bottom of the die is inserted. Adhesives may be added for stability.

D/2 – Biological Solution, available through Cathedral Stone Products, Inc. removes organic growth from most surfaces.

Documentation – The act of collecting supporting information. In the case of burial sites this includes, but is not limited to maps of individual burial plots, recording boundaries and separations, topology of the site, inventory of the objects on the site, the vegetation and access or egress paths.

Epitaph – An inscription on a marker identifying and or commemorating the deceased.

Etiquette for Cemeteries – Ground rules of dos and don'ts when visiting a cemetery. Most are common sense activities that respect the dead, other visitors, and the grounds. Rules may or may not be posted at the entrance.

Family or domestic burial grounds – An area set aside for the burial of members of the immediate or extended family. Family burial grounds are usually found in rural areas, and at one time were near the family residence.

Family plot – An area set aside in a burial ground for a family.

Federal Tax Identification Number – Is a number, also known as the Employer Identification number (EIN) provided by the Internal Revenue Service. The number is needed before a corporation can conduct banking, tax filing, or other business purposes.

Flush marker – A flat, usually rectangular gravemarker that is set flush with the lawn or surface of the ground.

Foil impressions – The use of thin metal foil to lift an impression from a gravestone by pressing the foil across incised wording or decorative elements to pick up the depressed areas.

Footstone – A marker placed at the foot of the grave, normally carved with the initials of the deceased.

Friend's Group – A group of people or organizations that form to take care of a burial ground.

Frontier – An wilderness area that is found at the edge of a the settled area of a country.

Frontier graves – The earliest burials in a newly inhabited area. Areas were usually isolated and typically the grave was very near where the person died. The term frontier as used here is relative to the time the area was settled. Frontier graves are much older in Maryland than those in the mid-west and western states.

Funerary object – Is a manmade item intentionally placed at a burial site either at the time of the interment or afterwards and can include a gravestone, monument, tomb, or other structure in or directly associated with a burial site.

Gatehouse – The house located at the main entrance to a cemetery.

Geographic Names Information System (GNIS) – A searchable database from the US Geological Survey that contains the name and location information about almost two million physical and cultural features located throughout the United States and its Territories that include cemeteries.

General Needs Statement – An explanation as to why the project is necessary and why the area would be poorer if these burial sites disappear. (Can be referred to as a Needs Assessment or Statement of Need.)

Grants – Financial assistance given for a specific purpose.

Grave – A place or receptacle for a burial.

Grave goods – Items that are buried along with the body.

Gravemarker – A sign or marker of a burial place, possibly inscribed and decorated to commemorate the deceased. [Tombstone, headstone, and gravestone commonly used interchangeably.]

Graveyard – An area set aside for burial of the dead, usually associated with a church or community. [Cemetery, churchyard, burial ground commonly used interchangeably.]

Green cemeteries – A burial ground in which the land is kept in its natural state. The burials are usually marked by fieldstones that are not engraved or may contain very simple engravings.

Hardscape – The term refers to all the manmade objects found in a burial ground.

Headstone – An upright marker placed at the head of the grave, normally carved with an epitaph, and may be decorated with carved decorations. [Tombstone, gravemarker, and gravestone commonly used interchangeably.]

Heirloom plantings – Any plant material, such as flowers, bulbs, bushes, vines, and trees that were grown during an earlier period and may now only be found in limited locations.

HTH – A company that manufactures shock treatment chemicals for pools that is commonly referred to as “HTH” or high-test hypochlorite.

Interment – A burial; placing the deceased in their final resting place.

Invasive plants – Plants that are non-native to an area and grow aggressively, usually to the detriment of the native species.

Land records – Deeds or other physical proof that a piece of land is owned by an entity. The proof is customarily recorded at a government agency, called the land record office, where the land is located.

Landscape – The term refers to the vegetation and other natural materials found in a burial ground.

Lawn-park Cemetery – Burial grounds that contain open, landscaped lawns and limitations imposed on marker size.

Lawn-type marker – A marker that is usually granite or bronze with the top set flush with the ground.

Ledgerstone – A horizontal marker usually of stone that is set parallel with the ground to cover the grave opening or grave surface.

Lumber crayon – A thick, colored, waxy cylinder found in hardware stores usually used to mark on wood. The lumber crayon can be used to create a gravestone rubbing.

Maintenance plan – A maintenance plan is a schedule of activities that will assist in maintaining both the landscape and hardscape of a burial ground.

Material safety data sheets – A form with information regarding the properties of a particular substance. Information that is required under the OSHA Communication Standard on the identity of hazardous chemicals, health, and physical hazards, exposure limits, and precautions.

Mausoleum – A building or structure for burial of the dead above ground.

Memorial park – A cemetery of the 20th century that eliminated the family monument. Graves are usually marked by flat granite or bronze markers. Management strove for easy and economical maintenance.

Microclimates – A zone where the climate differs from the climate of the surrounding area.

Military cemetery – A burial ground established for war casualties, veterans, and their eligible dependents. Cemeteries established by the Federal government include national cemeteries, post cemeteries, soldiers' lots, Confederate and Union plots, and American cemeteries in foreign countries. Many States have also established cemeteries for veterans.

Military markers – Markers issued by the government to mark the graves of eligible veterans. There have been several styles issued since the Civil War. Currently veterans can obtain an upright marble or granite headstone or a flat granite, marble, or bronze marker.

Monument – A structure or substantial gravemarker erected as a memorial at a place of burial.

Natural soiling – Staining that occurs from dirt splashing on or grass being left on the marker.

Neglected cemetery - Is a cemetery that is experiencing a total lack of care or attention.

Non-ionic biocide cleaning solution – Is a cleaning solution with a neutral PH that will penetrate the surface to reach the root structure of the biological growth.

Obelisk – A column or shaft set on a base and terminating in a pyramidal point.

Obituary – A notice of death published in a newspaper that may or may not include a biography of the deceased. There is customarily a charge for publishing this notice. See Death Notices.

Occupational Safety and Health Administration (OSHA) – OSHA is the main federal agency tasked with the enforcement of safety and health legislation.

Office of Cemetery Oversight – The Office was created by an Act of the 1997 Maryland Legislative session, and was placed under the regulatory authority of the Department of Labor, Licensing and Regulation in August of 1997. The primary objective for the Office is to license and monitor individuals, partnerships, corporations and limited liability companies operating cemeteries or providing burial goods and services to consumers in the State of Maryland.

Oxidant soiling – Staining from atmospheric chemical reactions.

Pedestal tomb – A variation of the obelisk in which the shaft terminates with an urn or other decorative element.

Periwinkle – The periwinkle plant (*vinca minor*) had been typically used in 18th and 19th century cemeteries throughout the state of Maryland. Periwinkle is a durable, virtually maintenance-free flowering ground cover often planted in cemeteries as an alternative to grass. Please note that the plant is considered invasive in Maryland.

Pet cemetery – An area set aside for burial of cherished animals.

Plat – A map that represents, in graphic and pictorial terms, the metes and bounds or dimensions of properties as described in deeds.

Plaque marker – A simple rectangular or square tablet set at a 45 degree angle, inscription is often in a recessed frame

Plot – A piece of property within a cemetery that is purchased for a burial or burials.

Plot map – A map of the cemetery that shows the boundaries of individual graves or groups of graves.

Potter's field – A burial place for the indigent, unclaimed, or unknown persons. The term comes from a Biblical reference: Matthew 27.7.

Preservation – [Note conservation and preservation are being used interchangeably by cemetery professionals so we have combined the terms into one discussion.] Conservation and preservation of the landscape includes removing intrusive vegetation that threatens the hardscape (gravestones, fencing, coping, stairways, etc.) and undermines the original intended terrain features. The process includes maintaining and nurturing the intended vegetation and other landscape features to prevent the site from becoming overgrown and restricted by invasive plants.

Property deeds – See deeds.

Pulpit marker – A marker in which the height is usually less than 30”, inscription is located on the top or side, and the marker may have a book on top.

Raised Top marker – A marker that is low to the ground with straight sides and the inscription is found made on the top.

Restoration – Restoration restores a burial ground to a particular point in time and not necessarily the original condition. Restoration of the hardscape includes, but is not limited to, the repairing of broken, cracked, delaminated, and deteriorated stones. It also includes, but is not limited to, the resetting of the stones that have fallen over and the straightening of leaning and tilted gravestones. Restoration of the hardscape also includes, but is not limited to, the cleaning of obscured carved features and heavily soiled gravestones.

Rubbing – Lifting an impression from a gravestone by placing paper, or other thin, strong, and flexible material, across incised words or images on a gravestone and rubbing with color crayon, to illuminate the depressed areas. (See lumber crayon.)

“Rural” cemetery – A burial place that was originally located outside the city or town limits. Garden elements, water features, fountains, and elaborate monuments and statuary were part of the hardscape.

Safety survey – The process of looking over a site to determine if there are any safety hazards that could injure, maim, or kill.

Sarcophagus – A stone coffin that is decorated or inscribed and contains the remains.

Sculpture – A three-dimensional figure or design that was created by chiseling marble or other stone or by casting in metal.

Shaving cream – A product that commonly consists of a mixture of oil, soaps, surfactants, and water or alcohol.

Site assessment – A process where the hardscape and landscape are examined and a determination made as to what steps need to be taken in order to protect and preserve the area.

Slab stone – A flat slab of rock with inscriptions but no other decorations or beveled edges.

Slant marker – A rectangular gravemarker having straight sides and inscribed surface on the top surface.

Strategic plan – A written plan for where your organization is going during a certain period of time, how it plans to get there, and how to determine if your organization met the plan or not.

Soft synthetic bristle brush – The bristles of the brush are made from polyester, nylon, or a blend of nylon and polyester.

Soiling – A process where the outside of the markers are discolored or stained. A determination of what caused the staining must be made before the choice of cleaning process is determined. See carbon-based soiling, biological growth, oxidant soiling, and natural soiling.

Standard recording forms – When documenting a burial site it is recommended that the person recording the information use the same recording form for each site that is documented. Using a standard form ensures that the same information is being gathered and is consistent throughout a burial ground.

Table marker (tomb) – A rectangular stone covering that is raised on legs, which can be highly decorated; also "table stone."

Tablet – A general term for the rectangular gravemarker set at a right angle to the ground, usually three inches or less in thickness with inscriptions, raised lettering or carved decoration on the surface of the tablet, also known as a vertical tablet.

Tomb – A burial place for the dead.

Tombstone – A marker placed at the head of the grave, normally carved with an epitaph, and may be decorated with carved decorations. [Headstone, gravemarker, and gravestone commonly used interchangeably.]

Tomb recess – A niche or hollow in a wall that shelters a tomb.

Topographic maps – A map that shows the topography of an area and is a representation of the terrain.

Town or City burial grounds – Burial grounds where the local government has assumed responsibility of care and upkeep.

Transcriptions – The act of copying, verbatim, the information found on an object.

Vault – A burial chamber, commonly underground.

Vertical tablet – A general term for the rectangular gravemarker set at a right angle to the ground, usually three inches or less in thickness with inscriptions, raised lettering or carved decoration on the surface of the tablet, also known as a tablet.

Vandalism -- Is the reckless, malicious, and deliberate destruction of the property of others.

Appendix

Appendix A. Permission to Enter Form

Information from Md. [Real Property] Code Ann. 14-121(c)(1). Burial Sites - Access

Permission to Enter

I hereby grant the person named below permission to enter my property, subject to the terms of the agreement, on the following dates: _____

_____.

Signed _____
Landowner

Agreement

In return for the privilege of entering on the private property for the purpose of restoring, maintaining, or viewing the burial site or transporting human remains to the burial site, I agree to adhere to every law, observe every safety precaution and practice, take every precaution against fire, and assume all responsibility and liability for my person and my property, while on the landowner's property.

Signed _____

Appendix B. Site Survey and Assessment

RECORDER			
DATE	OTHER SITE WORK ON FILE	YES	NO

I. SITE INFORMATION

RANGE	SITE	LOT
FAMILY NAME		
OWNER		
PURCHASE DATE	PREVIOUS OWNER	

II. DRAW SITE AND NEIGHBOR PLACEMENT

V. CONDITION OF SITE

SUNKEN	BARREN	VEGETATION	SLOPING	WET	OTHER
# MARKERS	HEADSTONE		FOOTSTONE		COPING
TREES	FENCING		ACCESS		

VI. MARKER INFORMATION (Complete for each marker on site.)

ORIENTATION	NORTH	SOUTH	EAST	WEST
DIMENSION—FOUNDATION	W		H	D
DIMENSION—BASE	W		H	D
DIMENSION—DIE	W		H	D
DIMENSION—CAP	W		H	D
MATERIAL	Slate	Granite	Marble	Sandstone
	Schist	Gabbro	Fieldstone	Concrete
	Boulder	Mixed stones	Bronze	Zinc
	Wood	Metal	Other	
TYPE OF MARKER (Check all that apply)	Headstone	Footstone	Obelisk	Ledger
	Cross	Sarcophagus	Govt issue Civil War shield	Govt issue Spanish Am. War shield
	Confederate	Govt issue - 1922 to present	Govt. Flat	Die in socket
	Die on base	Base, die & cap	Bedstead	Cradle
	Pulpit	Plaque marker	Burial vault slab	Barrel vault
	Vertical tablet	Pedestal tomb	Table tomb	Box Tomb
	Lawn type	Sculpture	Other	
CARVED SURFACES	Front	Back	Top	Side panels
	End panel			
CARVING	Mint	Clear but worn	Mostly decipherable	
	Illegible	Traces	Gone	

BORDER	None	Simple	Elaborate	Motif
MOTIF	Skull	Face	Urn	Willow
	Column	Shell	Cross	Trumpet
	Tree	Crown	Grapevine	Arch
	Heart	Arrow	Serpent	Angel
	Butterfly	Hand pointing up	Hand pointing down	Clasped hands
	Garland	Dove	Lily	Anchor
	Book	Lamb	Children	Flowers
	Lotus	Circle snake	Hourglass	Winged hourglass
	Anchor	Pineapple	IOOF	Soul effigy
	Deaths head	Cross & crown	Fraternal	Lineage
Palms	Sword	Torches	Freemason	
OTHER				

VII. MARKER CONDITION

CONDITION	Sound	Broken	Fragments	Chipped
	Soiled	Stains	Bio growth	Erosion
	Cracked	Sugar decay	Tilted	Mower damage
	Flaking	Blistering	Delaminated	Fallen
	Sunken	Missing	Other	
PREVIOUS REPAIR	Replaced base	Replaced bed	Adhesive	Reinforcement
	Enframement			

VIII. STONE CARVER

CARVER	
COMPANY	
LOCATION	
DATE	
OTHER	

IX. PHOTOGRAPHS

Date	Picture Number	Description	Before	After

b. Supplies needed

REMOVAL	Lumber	Garbage Bags	Rope	Linseed oil
CLEANING	Denatured alcohol	Clean rags	Margarine tubs	Tongue depressors
	Duct tape	Photo-Flo	Glycerin	Porcelain clay
	Plastic wrap	Garbage bags	String	Water
	Non-ionic detergent	Ammonia	HTH	Ph test strip
FOUNDATION	Sand	Gravel	Bricks	“Sacrete”
	Water	Shims	Dirt	
REPAIR	Nylon pins	Scrap lumber	Air	
BASE	Slate shims	Adhesive	Setting compound	Mortar mix
BACKFILLING	Dirt	Sand	Seed	Erosion mat
SAFETY	Water	Sunscreen	Gloves	Insect spray
	First aid kit	Snake bite	Liquid soap	Ivy block

c. Tools needed

SAFETY	Gloves	Boots	Long-sleeved shirt	Safety eyewear
	Cellular phone			
PREPARATION	Camera	Notebook	Tape measure	Stakes
	Rope	Danger tape	Wheelbarrow	Pruning shears
	Grass Clippers	Weed Whipper	Chain Saw	Rake
	Tape measure	Crow bar	Tarpaulin	Dirt tamper
	Hammer	Chisel	Lumber	Cleavis
STORAGE	Lumber	Tarp	Rope	
REPAIR	Turkey baster	Clamps	Level	Work bench
	Drill and bits	Trowel	Pointing tool	
FOUNDATION	Dirt buckets	Shovel	Spade	Trowel
	Level	Socket base	Pry bar	Post hole digger

Appendix C. Directions for completing the Site Survey and Assessment Form

It is recommended that at a minimum two people work together to complete the survey. [If it is possible a second group should confirm the information compiled by the first group.] Enter the names of the parties completing the survey and the date the survey was completed at the top of the form. Indicate appropriately if it is known that other work has been done or other surveys have been completed.

I. Site Information

- Fill in the information for the range, site, lot, or other similar site identifier.
- Fill in the family name.
- List the owner of the lot, if known.
- List the date the lot was purchased, if known.
- List any previous owners, if known.

II. Draw Site and Neighbor Placement

- Draw your site or lot and place all neighboring lots in the appropriate boxes.

III. Sketch of Stones

- Use the boxes to sketch the outline of the stones exactly as they appear. Include the carvings and epitaphs.

IV. Interments

- Indicate the number of interments in the lot or on the marker.
- Indicate if this is a continuation from another sheet.
- Write in the date of interment and the name of the person interred. [Note: this is not necessarily the date of death. Interment dates can be obtained from burial records, funeral home or mortician records, death certificates, or obituaries.]

V. Condition of Site

- Sunken—Indicate if the lot is depressed due to ground settlement.
- Barren—Indicate if there is no marker.
- Vegetation—Indicate that there are plantings on the lot, other than trees.
- Sloping—Indicate if the lot is located on hilly terrain.
- Wet—Indicate if the lot is boggy after rain.
- Other—Indicate if the lot has other conditions not already listed and note the condition.
- # of Markers—Indicate the number of markers, headstone and footstones, found on the site.
- Headstone—List number of headstones found on the site.
- Footstone—List number of footstones found on the site.
- Coping—Indicate if there is coping on the site.
- Trees—Indicate if there are trees on the site.
- Fencing—Indicate if there is fencing surrounding the site.

- Access—Indicate if there is access and egress for the site.

VI. Marker Information (Complete for each marker on site)

- Orientation – Note the orientation of the face of the marker.
- Dimensions – Measure the width, height, and depth of each part of the marker.
 - Foundation includes the portion the stone sets on, usually below ground.
 - Base includes one or more stones that may support upper parts of the marker. These may or may not be inscribed.
 - Die includes the main portion of the marker that is inscribed.
 - Caps are the tops of the markers that add a stylistic finish to the top of the marker.
- Material—Indicate what material that makes up the marker.
 - Slate – a fine-grained (usually not seen with the naked eye), metamorphic rock that is very smooth with a tendency to split along bedding planes.
 - Granite – an igneous rock with very visible crystals. Granite holds up to the elements and polishes very well. True granite only comes in light gray, pink, light oranges and green, although green is rare.
 - Marble – is a metamorphic rock, usually white, that contains fine crystal grains.
 - Sandstone – is a sedimentary rock that contains fine grains of sand. Also known as brownstone.
 - Schist – a metamorphic rock with medium-size crystals.
 - Gabbro—A coarse-grained igneous rock that is always dark in color due to the minerals that make up gabbro.
 - Fieldstone—Rocks collected from open fields that were used to mark the grave. The size is deceiving because a large portion of the rock is usually underground.
 - Concrete—Handmade markers using cement and other materials shaped or hand carved. The stones usually lack a smooth surface.
 - Boulder—See fieldstone. Boulders are usually too big for a person to move.
 - Mixed stones—A conglomeration of different stone material.
 - Bronze—a metal alloy that is made by combining copper and tin in differing amounts based on the use of the alloy.
 - Zinc (White bronze) – a cast metal that is bluish in color. Markers are usually hollow. Markers customarily identified as “white bronze” and many were made or licensed by the Monumental Bronze Company of Bridgeport, CT.
 - Wood—A marker made from the material found beneath the bark of trees. Wood is not a material of choice for burial markers. Wood usually deteriorates rapidly over time.
 - Metal—Any other marker made from molten cast iron—usually shiny on the surface.
 - Other—Any material that is not listed here.

- Types of Markers



Headstone A marker at the head of grave, usually stone but can be wood, metal, or concrete.



Footstone A marker that is usually smaller than the headstone, set at foot of grave, inscription normally limited to initials.



Obelisk Neoclassical column or shaft set on base terminating in pyramidal point. Most common from 1880—1910.



Ledger/Ledgerstone Thin horizontal slab set parallel with the ground covering the grave.



Cross



Sarcophagus A coffin that is often decorated or inscribed and used as a monument.



**Government issue
Civil War Shield**



**Government issue
Spanish American
War Shield**



Confederate Marker

Government issue 1922 to present (marble and less frequently granite) Stone is slightly rounded at the top, contains the soldier's name, rank, regiment, division, date of death, and the state. A religious symbol may appear top and center.



Granite upright



Marble upright



Granite flat



Bronze flat



Die in socket An upright headstone with a tab at the bottom.



Marble flat



This is a base showing the channel where the tab is inserted.



Die on base Two pieces, die or upright, set on a broad flat base.



Prior to c. 1930 die attached to the base with brass or iron dowels, after c. 1930 the die was attached with setting compound. Dowels can be seen in this photograph.



Base, die, and cap Usually granite or marble, with 3 pieces consisting of a base (often stepped which may have the family name), die (with the epitaph), and an ornamental cap.

Bedstead monument Headstone, footstone, and side rails designed and laid to imitate the form of a bed.



Can also be called a **cradle grave**. These monuments usually marked a child's grave.



Pulpit marker Height is usually less than 30", inscription on the top of side, and may have a book on top.



Plaque marker Simple rectangular or square tablets set at a 45 degree angle, inscription often in recessed frame.



Burial vault slab Top of the concrete burial vault is left at grade forming an imitation ledger.



Vertical tablet A general term for the rectangular gravemarker set at a right angle to the ground, usually three inches or less in thickness with inscriptions, raised lettering or carved decoration on the surface of the tablet.



Pedestal tomb Neoclassical variation of an obelisk that terminates with an urn or other decorative element.



Table tomb A ledger that is set on 4, 5, or 6 feet.

 <p>Box tomb A ledger that is set on a base or box. The remains are still buried in the ground.</p>	 <p>Lawn type A flat marker that is usually granite or bronze with the top set flush with the ground.</p>	 <p>Sculpture A three-dimensional figure or design that was created by chiseling marble or other stone or by casting in metal.</p>
<p>The types of markers listed here are not all inclusive of the types of markers created to mark the final resting place of the deceased. This table provides examples of the most common markers that may be found.</p>		

- Carved Surfaces—Indicate what part or parts of the stone contain carved surfaces.
- Carving—Indicate condition of the carving.
- Border—Indicate if there are any carvings down the sides (shoulders) or across the front of the stone that create a border.
- Motif— Indicate all that apply.
- Other—Indicate any other carving that has not been previously listed.

VII. Marker Condition

- Condition – Indicate all that apply:
 - Sound – Marker is in good condition that does not move when touched and does not sound hollow if lightly tapped.
 - Broken – Marker is in more than one piece, which is obviously not its original design.
 - Fragments – There are only small pieces of the original marker remaining.
 - Chipped – Marker is showing areas where small pieces are missing. The cause of the chipping may be unsound mowing practices.
 - Soiled – The marker is dirty usually from mud being spattered during rain or dust during dry periods.
 - Stains – The marker is discolored and causes can include grass clippings being allowed to remain on the marker after grass cutting.

- Biogrowth – The marker is experiencing a natural growth such as lichen, algae or moss.
 - Erosion – The foundation with which the marker has been placed is slowly wearing away by natural forces.
 - Cracked – The marker is still in one piece but evidence of cracks is obvious.
 - Sugar decay – The marker feels gritty when touched. The environment and other factors are causing the marker to slowly disintegrate.
 - Tilted – The marker is leaning and no longer in its upright condition when originally placed in the burial ground.
 - Mower damage – Obvious chipping around the marker where it meets the ground or close to the ground.
 - Flaking – Pieces of the marker fall or split away because of frost or pressure on the marker. This process is on a smaller scale from delamination. [The process is also known as spalling.]
 - Blistering – The marker contains a dome or other raised surface which surface sounds hollow when tapped. This raised area will eventually burst and flakes of the stone will fall away.
 - Delaminated – The process where moisture gets between the layers of the marker. As the moisture freezes and expands the layers fall off in sheets or along the bedding planes of the original material. [The process is also known as exfoliation.]
 - Fallen – A marker that is no longer upright.
 - Sunken – A marker that has settled into the ground so that only a part of it can be seen.
 - Missing – A marker that is gone, missing, or totally destroyed so that nothing remains at the site.
 - Other – Any other condition that you see that is not described in this list.
- Previous repair – If it is known or determinable indicate all previous repairs to the stone.
 - Replaced base – Evidence shows that the base is in newer, better condition than the rest of the marker.
 - Replaced bed – The foundation support material has been replaced.
 - Adhesive – Material used to connect the various parts of a monument together or the material used to repair a marker that is broken.
 - Reinforcement - Bracket that are bolted to the stone for bracing.
 - Enframement – The process where a marker is secured by a frame to prevent it from breaking or toppling over.

VIII. Stone Carver

- The signature of a carver is not an actual signature but the carver's name or the carvers' company name etched, chiseled, or sandblasted on the marker. Some carvers also included the city and state where their business was located. The signature is customarily found near the bottom of the base or die but usually

below the carved portion of the marker. The signature can be found either on the front or back.

IX. Photographs

- Indicate the date the picture was taken, the picture number or if using roll film the number of the frame on the roll and the roll number, description should include what is in the picture, i.e. front view, side view, close up of inscription, etc., and if you took a before and after picture.

X. Inscription

- Indicate the condition of each section of the marker.

XI. Plan

- a. Indicate the suggested conservation action for this marker.
- b. Check all the supplies needed to complete the suggested conservation action outlined in a.
- c. Check all the tools needed to complete the suggested conservation action outlined in a.

XII. Notes

- Notes include anything that you encounter that is not listed in this survey but is important to maintaining a history of the site and activities undertaken to preserve the site.

Appendix D. Gravestone Survey Form

Cemetery Data: Name: _____ ID # _____
Address: _____ Telephone/Contract Number: _____

Legal Description Section: _____ Lot/Block: _____ Map: _____

Personal Data:

Name: Last: _____ First: _____ Middle: _____

Maiden Name If Given: _____

Other Names: _____

Relationship: _____

Born: Day _____ Month _____ Year _____

Died: Day _____ Month _____ Year _____

Died In _____ th Year -or- Age _____ Year _____ Month _____ Day _____

Birth Place: _____

Death Place _____ Cause _____

Organizations, Clubs, Fraternal Org. _____

Veteran Y/ N If yes which war(s), organizations/units _____

Stone Carver Info: Carver Name: _____

Company: _____

Location: _____

Inscription: **All surfaces should be included and transcribed exactly as carved**

Sketch of neighboring stones or family plot:

Appendix E. Vandalism Report Form (Individual Marker)

Cemetery Name: _____

Address: _____ Telephone/Contract Number: _____

Number of Burial Markers or Other Hardscape Involved: _____

Section: _____ Lot # _____ Grave # _____

Date and time the damage was first seen: _____

Name and contact information for the person that found the vandalism: _____

Witness' name and contact information: _____

Date and time the site was last seen undamaged: _____

Name and contact information for the person that last saw the site undamaged: _____

Provide a description of the damage and/or vandalism and enclose referenced photos: _____

Attach copies of the report filed with the local police or sheriff's department having appropriate jurisdiction.

Appendix E. Vandalism Report Form (Entire Cemetery)

Cemetery Vandalism Report

Date: _____
Name of Cemetery: _____ Location of Cemetery: _____
Name of Person Recording Information: _____
Contact Information: _____

Damage that Occurred: _____

Number of Gravestones/Burials Involved: _____
(Please include as many photos as possible)
How many Broken: _____
How many Knocked Over: _____
How many Sprayed Painted: _____
Other (Describe): _____

Date/Estimated Date Damage Occurred: _____

Have local authorities been notified? _____

Has vandalism occurred before? _____
If Yes, what was done to repair? _____

Is the cemetery insured? _____

Cemetery Ownership Information: _____

Appendix F. Heirloom Planting Record

Cemetery Name and Address: _____

Location of Plantings: _____

Vegetation Type (example – flower, tree, bush, bulb, etc.): _____

Plant Name and Genus: _____

Date When Vegetation First Found: _____

Supply notes and photographs of the Cemetery which may tell or show the plantings.

Pressed Plant Material Attached: ___ yes ___ no

[Printed as of January 13, 2011]

Appendix G. Maryland Laws and Regulations Regarding Cemeteries

Maryland Code, Real Property, Title 14. Miscellaneous Rules, Subtitle 1 Miscellaneous Rules

§ 14-121. Burial sites - Access.

(a) Definitions.-

(1) In this section the following words have the meanings indicated.

(2) (i) "Burial site" means any natural or prepared physical location, whether originally located below, on, or above the surface of the earth into which human remains or associated funerary objects are deposited as a part of a death rite or ceremony of any culture, religion, or group.

(ii) "Burial site" includes the human remains and associated funerary objects that result from a shipwreck or accident and are intentionally left to remain at the site.

(3) "Cultural affiliation" means a relationship of shared group identity that can be reasonably traced historically between a present-day group, tribe, band, or clan and an identifiable earlier group.

(4) "Person in interest" means a person who:

(i) Is related by blood or marriage to the person interred in a burial site;

(ii) Is a domestic partner, as defined in § 1-101 of the Health - General Article, of a person interred in a burial site;

(iii) Has a cultural affiliation with the person interred in a burial site; or

(iv) Has an interest in a burial site that the Office of the State's Attorney for the county where the burial site is located recognizes is in the public interest after consultation with a local burial sites advisory board or, if such a board does not exist, the Maryland Historical Trust.

(b) Request for access - Restoration, maintenance or viewing.- Any person in interest may request the owner of a burial site or of the land encompassing a burial site that has been documented or recognized as a burial site by the public or any person in interest to grant reasonable access to the burial site for the purpose of restoring, maintaining, or viewing the burial site.

(c) Request for access - Agreements.-

(1) A person requesting access to a burial site under subsection (b) or (d) of this section may execute an agreement with the owner of the burial site or of the land encompassing the burial site using a form similar to the form below:

"Permission to Enter

I hereby grant the person named below permission to enter my property, subject to the terms of the agreement, on the following dates:

Signed (Landowner)

Agreement

In return for the privilege of entering on the private property for the purpose of restoring, maintaining, or viewing the burial site or transporting human remains to the burial site, I agree to adhere to every law, observe every safety precaution and practice, take every precaution against fire, and assume all responsibility and liability for my person and my property, while on the landowner's property.

Signed"

(2) The owner of the burial site or of the land encompassing the burial site may grant access to the burial site in accordance with the terms of the agreement signed under paragraph (1) of this subsection.

(d) Request for access - Interments.- In addition to the provisions of subsection (b) of this section, if burials are still taking place at a burial site, any person who is related by blood or marriage, heir, appointed representative, or any other person in interest may request the owner of the land encompassing the burial site to grant reasonable access to the burial site for the purpose of transporting human remains to the burial site to inter the remains of a person for whose burial the site is dedicated, if access has not been provided in a covenant or deed of record describing the metes and bounds of the burial site.

(e) Liability of owner.- Except for willful or malicious acts or omissions, the owner of a burial site or of the land encompassing a burial site who allows persons to enter or go on the land for the purposes provided in subsections (b) and (d) of this section is not liable for damages in a civil action to a person who enters on the land for injury to person or property.

(f) Reporting location to Supervisor of Assessments; notation on tax maps.-

(1) An owner of a burial site, a person who is related by blood or marriage to the person interred in a burial site, heir, appointed representative, or any other person in interest, or any other person may report the location of a burial site to the supervisor of assessments for a county, together with supporting documentation concerning the location and nature of the burial site.

(2) The supervisor of assessments for a county may note the presence of a burial site on a parcel on the county tax maps maintained under § 2-213 of the Tax - Property Article.

(g) Scope of section.- Nothing in this section may be construed to interfere with the normal operation and maintenance of a public or private cemetery being operated in accordance with State law.

[1994, ch. 203; 2008, ch. 590.]

Maryland Code, Criminal Law, Title 10. Crimes Against Public Health, Conduct, and Sensibilities, Subtitle 4. Crimes Relating to Human Remains

§ 10-401. Definitions.

(a) In general – In this subtitle the following words have the meanings indicated.

Revisor's Note.

This subsection is new language derived without substantive change from former Art. 27, § 265(a)(1) and the introductory language of former §§ 267(a)(1) and 267A(a)(1).

In this subsection, the reference to this "subtitle" is substituted for the former references to "subheading" and this "section" to reflect the reorganization of material derived from the former subheadings on the removal of human remains from burial sites, graveyard desecration, and trading in human remains and associated funerary objects. Although this substitution applies the defined term "permanent cemetery" in § 10-404(e), which is derived from former Art. 27, § 267(d), a provision to which it did not originally apply, the term is used in a manner consistent with the term "permanent cemetery" used in the former law. No substantive change is intended.

(b) Associated funerary object.-

(1) "Associated funerary object" means an item of human manufacture or use that is intentionally placed:

(i) with human remains at the time of interment in a burial site; or

(ii) after interment, as a part of a death ceremony of a culture, religion, or group.

(2) "Associated funerary object" includes a gravestone, monument, tomb, or other structure in or directly associated with a burial site.

Revisor's Note.

This subsection is new language substituted for former Art. 27, §§ 265(a)(2), 267(a), and 267A(a) as they defined "associated funerary object".

In this subsection and throughout this subtitle, the defined term "funerary object" is substituted for the former defined term "associated funerary object" for brevity.

In this subsection, the reference to placement "after interment" is substituted for the former reference to "later" placement for clarity.

(c) Burial site.-

(1) "Burial site" means a natural or prepared physical location, whether originally located below, on, or above the surface of the earth, into which human remains or associated funerary objects are deposited as a part of a death ceremony of a culture, religion, or group.

(2) "Burial site" includes the human remains and associated funerary objects that result from a shipwreck or accident and are left intentionally to remain at the site.

Revisor's Note.

This subsection is new language substituted for former Art. 27, § 265(a)(3).

In this subsection and throughout this subtitle, the former references to a death "rite" are deleted as included in the references to a death "ceremony".

(d) Permanent cemetery.- "Permanent cemetery" means a cemetery that is owned by:

(1) a cemetery company regulated under Title 5 of the Business Regulation Article;

(2) a nonprofit organization; or

(3) the State.

Revisor's Note.

This subsection formerly was Art. 27, § 265(a)(4).

No changes are made.

[An. Code 1957, art. 27, §§ 265(a), 267(a), 267A(a); 2002, ch. 26, § 2; 2003, ch. 21, § 1; 2009, ch. 675.]

§ 10-402. Removing human remains without authority.

(a) Prohibited.- Except as provided in subsections (b) and (f) of this section, a person may not remove or attempt to remove human remains from a burial site.

(b) Exception.- Subject to subsection (c) of this section, the State's Attorney for a county may authorize in writing the removal of human remains from a burial site in the State's Attorney's jurisdiction:

(1) to ascertain the cause of death of the person whose remains are to be removed;

(2) to determine whether the human remains were interred erroneously;

(3) for the purpose of reburial; or

(4) for medical or scientific examination or study allowed by law.

(c) Exception - Notice.-

(1) Except as provided in paragraph (4) of this subsection, the State's Attorney for a county shall require a person who requests authorization to relocate permanently human remains from a burial site to publish a notice of the proposed relocation in a newspaper of general circulation in the county where the burial site is located.

(2) The notice shall be published in the newspaper one time.

(3) The notice shall contain:

(i) a statement that authorization from the State's Attorney is being requested to remove human remains from a burial site;

(ii) the purpose for which the authorization is being requested;

(iii) the location of the burial site, including the tax map and parcel number or liber and folio number; and

(iv) all known pertinent information concerning the burial site, including the names of the persons whose human remains are interred in the burial site, if known.

(4) (i) The State's Attorney may authorize the temporary relocation of human remains from a burial site for good cause, notwithstanding the notice requirements of this subsection.

(ii) If the person requesting the authorization subsequently intends to relocate the remains permanently, the person promptly shall publish notice as required under this subsection. (5) The person requesting the authorization from the State's Attorney shall pay the cost of publishing the notice.

(6) The State's Attorney may authorize the removal of the human remains from the burial site after:

(i) receiving proof of the publication required under paragraph (1) of this subsection; and (ii) 15 days after the date of publication.

(7) This subsection may not be construed to delay, prohibit, or otherwise limit the State's Attorney's authorization for the removal of human remains from a burial site.

(8) For a known, but not necessarily documented, unmarked burial site, the person requesting authorization for the removal of human remains from the burial site has the burden of proving by archaeological excavation or another acceptable method the precise location and boundaries of the burial site.

(d) Exception - Reinterment.-

(1) Any human remains that are removed from a burial site under this section shall be reinterred in:

(i) 1. a permanent cemetery that provides perpetual care; or

2. a place other than a permanent cemetery with the agreement of a person in interest as defined under § 14-121(a)(4) of the Real Property Article; and

(ii) in the presence of:

1. a mortician, professional cemeterian, or other individual qualified in the interment of human remains;

2. a minister, priest, or other religious leader; or

3. a trained anthropologist or archaeologist.

(2) The location of the final disposition and treatment of human remains that are removed from a burial site under this section shall be entered into the local burial sites inventory or, if no local

burial sites inventory exists, into a record or inventory deemed appropriate by the State's Attorney or the Maryland Historical Trust.

(e) Construction of section.- This section may not be construed to:

(1) preempt the need for a permit required by the Department of Health and Mental Hygiene under § 4-215 of the Health - General Article to remove human remains from a burial site; or

(2) interfere with the normal operation and maintenance of a cemetery, as long as the operation and maintenance of the cemetery are performed in accordance with State law.

(f) Reinterment of remains after cremation.-

(1) Subject to paragraphs (2) and (3) of this subsection, human remains or the remains of a decedent after cremation, as defined in § 5-508 of the Health - General Article, may be removed from a burial site within a permanent cemetery and reinterred in:

(i) the same burial site; or

(ii) another burial site within the boundary of the same permanent cemetery.

(2) The following persons, in the order of priority stated, may arrange for a reinterment of remains under paragraph (1) of this section:

(i) the surviving spouse or domestic partner of the decedent;

(ii) an adult child of the decedent;

(iii) a parent of the decedent;

(iv) an adult brother or sister of the decedent;

(v) a person acting as a representative of the decedent under a signed authorization of the decedent; or

(vi) the guardian of the person of the decedent at the time of the decedent's death, if one has been appointed

(3) (i) The reinterment under paragraph (1) of this subsection may be done without the need for obtaining the authorization of the State's Attorney under subsection (b) of this section or providing the notice required under subsection (c) of this section.

(ii) 1. A person who arranges for the reinterment of remains within a permanent cemetery under paragraph (1)(ii) of this subsection, within 30 days after the reinterment, shall publish a notice of the reinterment in a newspaper of general circulation in the county where the permanent cemetery is located.

2. The notice shall be published in the newspaper one time.

3. The notice shall contain:

A. a statement that the reinterment took place;

B. the reason for the reinterment;

C. the location of the burial site from which remains have been removed, including the tax map and parcel number or liber and folio number;

D. the location of the burial site in which the remains have been reinterred, including the tax map and parcel number or liber and folio number; and

E. all known pertinent information concerning the burial sites, including the names of the persons whose cremated remains or human remains are interred in the burial sites, if known.

(iii) Within 45 days after the reinterment, a person who arranges for a reinterment of remains under paragraph (1)(ii) of this subsection shall provide a copy of the notice required under this paragraph to the Office of Cemetery Oversight.

(4) The location of a reinterment of remains under paragraph (1) of this subsection shall be entered into the inventory of the local burial sites or, if no inventory exists, into a record or inventory deemed appropriate by the Maryland Historical Trust.

(g) Penalty.- A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$10,000 or both.

(h) Statute of limitations and in banc review.- A person who violates this section is subject to § 5-106(b) of the Courts Article.

[An. Code 1957, art. 27, § 265(b)-(g); 2002, ch. 26, § 2; 2009, ch. 675.]

§ 10-403. Removal of human remains or funerary object.

(a) Scope of section.- This section does not apply to:

(1) a person acting in the course of medical, archaeological, educational, or scientific study;

(2) a licensed mortician or other professional who transports human remains in the course of carrying out professional duties; or

(3) a person acting under the authority of:

(i) § 10-402 of this subtitle; or

(ii) § 4-215 or § 5-408 of the Health - General Article.

(b) Prohibited.- A person may not knowingly sell, buy, or transport for sale or profit, or offer to buy, sell, or transport for sale or profit:

(1) unlawfully removed human remains; or

(2) an associated funerary object obtained in violation of § 10-404 of this subtitle.

(c) Penalty.- A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 1 year or a fine not exceeding \$5,000 or both.

(d) Appropriation and disposition.- The Maryland Historical Trust may appropriate all human remains and associated funerary objects obtained in violation of this subtitle for management, care, and administration until a determination of final disposition as provided by law.

(e) Construction of section.- This section may not be construed to interfere with the normal operation and maintenance of a cemetery including:

(1) correction of improper burial siting; and

(2) moving the human remains within a cemetery with the consent of a person who qualifies as an heir as defined in § 1-101 of the Estates and Trusts Article.

[An. Code 1957, art. 27, § 267A(b)-(d); 2002, ch. 26, § 2; 2003, ch. 21, § 1.]

§ 10-404. Cemetery - Destroying funerary objects; indecent conduct.

(a) Prohibited - Destruction of funerary object; exception for repair or replacement.-

(1) Subject to the provisions of paragraph (2) of this subsection, a person may not willfully destroy, damage, deface, or remove:

(i) an associated funerary object or another structure placed in a cemetery; or

(ii) a building, wall, fence, railing, or other work, for the use, protection, or ornamentation of a cemetery.

(2) The provisions of paragraph (1) of this subsection do not prohibit the removal of a funerary object or a building, wall, fence, railing, or other object installed for the use, protection, or ornamentation of a cemetery or burial site, for the purpose of repair or replacement, either at the request of or with the permission of heirs or descendants of the deceased or the owner or manager of the cemetery or burial site.

(b) Prohibited - Destruction of foliage; exception for routine care and maintenance.-

(1) Subject to the provisions of paragraph (2) of this subsection, a person may not willfully destroy, damage, or remove a tree, plant, or shrub in a cemetery.

(2) The provisions of paragraph (1) of this subsection do not prohibit normal maintenance of a cemetery or burial site, including trimming of trees and shrubs, removal of weeds or noxious growths, grass cutting, or other routine care and maintenance.

(c) Prohibited - Indecent or disorderly conduct.- A person may not engage in indecent or disorderly conduct in a cemetery.

(d) Penalty.- A person who violates this section is guilty of a misdemeanor and on conviction is subject to:

(1) for a violation of subsection (a) of this section, imprisonment not exceeding 5 years or a fine not exceeding \$10,000 or both; and

(2) for a violation of subsection (b) or (c) of this section, imprisonment not exceeding 2 years or a fine not exceeding \$500 or both.

(e) Penalty - Payment for restoration.- A person who violates this section shall pay for the restoration of any damaged or defaced real or personal property in a cemetery to the owner of the property or the owner of the cemetery.

(f) Construction of section.- This section does not prohibit the removal of human remains or a funerary object from an abandoned cemetery if:

(1) the removal is authorized in writing by the State's Attorney of the county in which the cemetery containing the human remains or funerary object is located; and

(2) the human remains or funerary object are placed in an accessible place in a permanent cemetery.

[An. Code 1957, art. 27, § 267(b)-(d); 2002, ch. 26, § 2; 2003, ch. 21, § 1; 2005, ch. 208; 2006, ch. 38; 2008, ch. 268.]

Source Michie's Legal Resources:

<http://michie.lexisnexis.com/maryland/lpext.dll?f=templates&fn=main-h.htm&cp>

Appendix H. Grave Marker Abbreviations

- ❖ AE – Aetatis, years of life
- ❖ AFC – Air Force Cross
- ❖ AM – Air Medal
- ❖ ANC – Army Nurse Corps
- ❖ AOF – Ancient Order of Foresters
- ❖ AOH – Ancient Order of Hibernians
- ❖ AOKMC – Ancient Order of Knights of Mystic Chain.
- ❖ AOUIW – Ancient Order of United Workmen
- ❖ ALOH – American Legion of Honor
- ❖ ARCOM – Army Commendation Medal
- ❖ AUM – Ancient Order of Mysteries Masonic Order
- ❖ BPOE – Benevolent and Protective Order of Elks
- ❖ BPOEW Benevolent and Protective Order of Elks of the World
- ❖ BSM – Bronze Star Medal
- ❖ CK of A Catholic Knights of America
- ❖ COOF – Catholic Order of Foresters
- ❖ C.S.A. – Confederate States of America
- ❖ CTAS Catholic Total Abstinence Society
- ❖ CBKA Commandery Benevolent Knights of Association
- ❖ CCTAS Crusaders – Catholic Total Abstinence Society
- ❖ D.A.R. Daughters of the American Revolution
- ❖ DFC – Distinguished Flying Cross
- ❖ DSC – Distinguished Service Cross (awarded to Army personnel)
- ❖ DSM – Distinguished Service Medal
- ❖ DSP – (*decessit sine prole*) died without issue
- ❖ DVP – (*decessit vita patris*) died in father's lifetime
- ❖ DY – died young
- ❖ EBA - Emerald Beneficial Association
- ❖ FAA – Free and Accepted Americans
- ❖ F&AM – Free and Accepted Masons
- ❖ FCP – Friendship, Charity & Benevolence from the KP
- ❖ FLT – Friendship, Love & Truth from the IOOF.
- ❖ FOE – Fraternal Order of Eagles
- ❖ GALSTPTR German American Legion of St. Peter
- ❖ GAR – Grand Army of the Republic
- ❖ GLAUM – Grand Lodge Ancient Order of Mysteries Masonic Order
- ❖ GS – Gold Star
- ❖ GUO of OF – Grand United Order of Odd Fellows
- ❖ HS – (*hic situs or sepultus*) here is buried
- ❖ HIS – Eternity (Christian symbol – In His Service or In His Conquer)
- ❖ IHSV – Red Cross of Constantine (Masonic)
- ❖ IOF – Independent Order of Foresters
- ❖ IOKP – Independent Order of Knights of Pythias
- ❖ IOI – Independent Order of Immaculates.
- ❖ IOOF – Independent Order of Odd Fellows
- ❖ INRI – Jesus of Nazareth, King of the Jews
- ❖ ISH – Independent Sons of Honor
- ❖ IWW – Industrial Workers of the World
- ❖ IORM – Improved Order of Redmen
- ❖ JAOUIW – Junior Order-Ancient Order of United Workmen
- ❖ JOUAM – Junior Order of United American Mechanics
- ❖ KGL – Knights of Grand Legion
- ❖ KM – Knights Militant
- ❖ K of C (or KC) – Knights of Columbus

- ❖ K of FM (or KFM) – Knights of Father Matthew
- ❖ K Of H – Knights of Honor
- ❖ K of L – Knights of Loyola
- ❖ KM – Knights of Malta (Masonic)
- ❖ KMC – Knights of Mystic Chain
- ❖ KPC – Knights of Peter Claver
- ❖ K of P (or KP) – Knights of Pythias
- ❖ KSC – Knights of St. Columbkille
- ❖ KSTG (or KG) – Knights of St. George
- ❖ KSTI – Knights of St. Ignatius
- ❖ K of SJ – Knights of St. John
- ❖ KSTJ – Knights of St. Joseph
- ❖ KSL – Knights of St. Lawrence
- ❖ KSTM – Knights of St. Martin
- ❖ K of STP – Knights of St. Patrick
- ❖ KSTP – Knights of St. Paul
- ❖ KSTP – Knights of St. Peter
- ❖ KSTT – Knights of St. Thomas
- ❖ K of STW – Knights of St. Wencelas
- ❖ K of T (or KT) – Knights of Tabor
- ❖ KWM – Knights of Wise Men
- ❖ KGE – Knights of Golden Eagle
- ❖ KHC – Knights of Holy Cross
- ❖ KOTM – Knights of Macabees
- ❖ KSF – Knights of Sherwood Forest
- ❖ KT – Knights of Tempar (Masonic)
- ❖ LAOH – Ladies Ancient Order of Hibernians.
- ❖ LK of A – Loyal Knights of America
- ❖ LM – Legion of Merit
- ❖ LOM – Loyal Order of the Moose
- ❖ Mex. Bor. – Mexican Border Campaign
- ❖ MOH – Congressional Medal of Honor
- ❖ MOLLUS – Military Order of the Loyal Legion of the United States
- ❖ MRA Royal Arcanum
- ❖ MWA – Modern Woodsmen of America
- ❖ NC – Navy Cross (awarded to Navy or Marine personnel)
- ❖ OES – Order of the Eastern Star
- ❖ OLC – Oak Leaf Cluster (Army and Air Force)
- ❖ OUAM – Order of United American Mechanics
- ❖ PH – Purple Heart
- ❖ PM – Patriarchs Militant (Independent Order of Odd Fellows)
- ❖ POSA – Patriotic Order of the Sons of America
- ❖ RO-AUM – Rosicrucian Order (Masonic)
- ❖ RSTV – Rite of St. Vaclara
- ❖ RSTA – Rite of St. Vita
- ❖ RK – Roman Knights
- ❖ RAM – Royal Arch Masons
- ❖ SAR – Sons of the American Revolution
- ❖ SAW – Spanish-American War veteran
- ❖ SBCL – St. Bonifazius Catholic Union
- ❖ SBL – Society of B. Lafayette
- ❖ SCV – Sons of the Confederate Veterans
- ❖ SNA-AUM – Shrine of North America (Masonic)
- ❖ SR – Scottish Rite (Masonic Order)
- ❖ SS – Silver Star
- ❖ SV – Sons of Veterans
- ❖ TH – Temple of Honor-Independent Order of Odd Fellows
- ❖ UCV - United Confederate Veterans
- ❖ UDC – United Daughters of the Confederacy
- ❖ USAAC – United States Army Air Corps
- ❖ USCT – United States Colored Troops
- ❖ VFW – Veterans of Foreign Wars
- ❖ WAAC – Women’s Army Auxiliary Corps
- ❖ WAC – Women’s Army Corps
- ❖ WOW – Woodsmen of the World
- ❖ WRC – Women’s Relief Corps

Appendix I. Grave Marker Symbolism

- ❑ Acorn – life, fertility & immortality
- ❑ Alpha & Omega – God the Father and the Son or the beginning and the end.
- ❑ Anchor - hope; life eternal, may also represents a seafaring profession.
- ❑ Angels (flying) – rebirth, resurrection, heavenly hosts, guides
- ❑ Angels (trumpeting) – resurrection
- ❑ Angels (weeping) – grief and mourning
- ❑ Ankh – eternal life, peach, truth
- ❑ Anvil – martyrdom
- ❑ Ark - salvation
- ❑ Arches – victory in death; triumph
- ❑ Arrow - mortality
- ❑ Banner – victory, triumph
- ❑ Bats – underworld
- ❑ Beehive – domestic virtues, education, faith, and piety
- ❑ Bells – tolling for the dead, call to worship, mourning
- ❑ Bird – eternal life, the soul
- ❑ Bird (flying) – resurrection, flight of the soul back to God
- ❑ Book (open) – deceased was a teacher, minister.
- ❑ Books (stacked) – knowledge
- ❑ Book (Bible) – wisdom, resurrection through Scriptures, the clergy.
- ❑ Pair of Holy Books – on Mormon headstones represents the Bible and Book of Mormon
- ❑ Three Holy Books – on Mormon headstones indicates the Bible, Book of Mormon, and Doctrine and Covenants
- ❑ Bouquets/Flowers – condolences, grief, sorrow
- ❑ Bridge – link between life and death
- ❑ Broken ring – family circle severed
- ❑ Buds/Rosebuds – morning of life or renewal of life
- ❑ Bugles – resurrection and the military
- ❑ Butterfly – short-lived, early death
- ❑ Butterfly (emerging from the cocoon) – spiritual purification & transformation
- ❑ Candles being snuffed – time, mortality
- ❑ Caterpillar – life, metamorphosis
- ❑ Celtic cross – faith, eternity
- ❑ Chain w/3 links – trinity, faith, and the IOOF
- ❑ Cherub – angelic
- ❑ Child (sleeping) Victorian death motif
- ❑ Circle – eternity, earth
- ❑ Clocks – passage of time, mortality
- ❑ Clouds – divine abode
- ❑ Coats of arms, crests – lineage, status
- ❑ Coffin, Father Time, Picks/Shovels, Darts – mortality
- ❑ Columns and Doors – heavenly entrance, noble life
- ❑ Column (broken) – loss of head of family, sorrow, broken life, early death
- ❑ Column (draped) early death, grief
- ❑ Conch shell wisdom, reincarnation
- ❑ Corn – ripe old age
- ❑ Cross – emblem of faith, salvation
- ❑ Cross (with rays of rising sun) – glory
- ❑ Cross (with winding sheet) – descent from cross
- ❑ Cross (with crown) – sovereignty of Christ
- ❑ Crossed Swords – high-ranking military person
- ❑ Crown – glory of life after death
- ❑ Crowned effigies – personal reward of righteousness
- ❑ Cypress - hope
- ❑ Cup or chalice – the Sacraments

- ❑ Dolphin – resurrection, salvation, bearer of souls across water to heaven
- ❑ Door – entrance to heaven
- ❑ Dove – purity, devotion
- ❑ Dove (flying) – resurrection
- ❑ Dove (descending) – Holy Ghost
- ❑ Dove (peace) – innocence, purity
- ❑ Dove and olive branch - peace
- ❑ Drapery over anything – mourning, mortality
- ❑ Eagle – fierceness, ascension, generosity, contemplation
- ❑ Eagle used as national emblem – the military professional, Civil-War casualties
- ❑ Effigies – the soul
- ❑ Eye – humility
- ❑ Eye (of God) symbolizes omnipresent of God
- ❑ Eye (of Ra/Hous) – sun/moon, life/death, protection against evil
- ❑ Female figure – sorrow, grief
- ❑ Finger (pointing down) – calling the earth to witness
- ❑ Finger (pointing up) – pathway to heaven, heavenly reward
- ❑ Fish – faith, life, spiritual nourishment
- ❑ Flag – military, patriotism
- ❑ Flame or light – life, resurrection
- ❑ Flaming Heart – extreme ardor
- ❑ Fleur-de-lis – virgin, Trinity
- ❑ Flower – fragility of life, brevity of earthly existence, sorrow
- ❑ Flower, severed stem – shortened life
- ❑ Frog – worldly pleasure, sin
- ❑ Fruits – eternal plenty, abundance
- ❑ Full-Blown Rose – prime of life
- ❑ Garland or wreath – victory in death
- ❑ Grapes & grapevines – life and immortality.
- ❑ Grim reaper – death personified
- ❑ Gun – military service
- ❑ Hair flowing - penitence
- ❑ Hammer – power of creation
- ❑ Hand pointing up – pathway to heaven, heavenly reward, reward of the righteous, confirmation of life after death
- ❑ Hands – devotion, prayer
- ❑ Hand pointing down – mortality, sudden death
- ❑ Hands clasped – the good byes said at death
- ❑ Hand of God Chopping – sudden death
- ❑ Hand holding a heart – symbol of the
- ❑ Heart pierced by sword – Virgin Mary, Christ, repentance
- ❑ Heart flaming – religious fervor
- ❑ Helmet – military service, strength, protection
- ❑ Horseshoe – protection against evil
- ❑ Lodge of Oddfellows, charity
- ❑ Handshakes – farewell to earthly existence
- ❑ Harp – praise to the Maker, hope
- ❑ Heart – love, love of God, mortality, joy, sorrow
- ❑ Horns – the resurrection
- ❑ Hourglass – passing of time
- ❑ Hourglass (flying) – time flies
- ❑ Imps – mortality
- ❑ Isis – rebirth, the Virgin Mary
- ❑ Ivy – friendship and immortality, undying affections
- ❑ Key – mystery, opening and closing
- ❑ Lamb – innocence, meekness, sacrifice, child (most common 19th century child's marker)
- ❑ Lamps – eternal life
- ❑ Laurel – fame or victory
- ❑ Lily – emblem of innocence and purity
- ❑ Lily of the Valley – rebirth, Virgin Mary
- ❑ Lion – courage, strength, royalty, power, guardian, fallen hero
- ❑ Lotus – purity, resurrection
- ❑ Mason compass – freemasons, uprightness, judgment

- ❑ Menorah – divine wisdom
- ❑ Memento mori – symbol of death & reminder of mortality
- ❑ Mistletoe - immortality
- ❑ Moon (crescent) – virgin, death, Rebirth, victory
- ❑ Morning glory – beginning of life
- ❑ Mother and Child – charity, love
- ❑ Muskets – military profession, professional huntsman
- ❑ Myrtle – undying love, peace
- ❑ Oak leaves and acorn – maturity, ripe old age, faith, endurance
- ❑ Obelisk – rebirth, connection between earth and heaven
- ❑ Olive branch – peace forgiveness, humanity
- ❑ Open book/Bible – deceased was a teacher, minister
- ❑ Open gates – afterlife, the soul entering heaven
- ❑ Orb – faith
- ❑ Owl – wisdom, solitude
- ❑ Palm Branch – signified victory and rejoicing, victory in death
- ❑ Palls – mortality
- ❑ Pansy – remembrance, meditation
- ❑ Peacock – immortality, incorruptibility of the flesh
- ❑ Picks and shovels – death, mortality
- ❑ Pine cone – immortality, fertility
- ❑ Poppy – sleep
- ❑ Portals – passageway to eternal journey
- ❑ Portraits – stylized likenesses of the deceased
- ❑ Pyramid – resurrection, eternal life, enlightenment
- ❑ Naked figure – truth, purity, innocence
- ❑ Rainbow – union, fulfillment of the promise of resurrection
- ❑ Ram - sacrifice
- ❑ Rod or staff – comfort for the bereaved
- ❑ Rooster – awakening, resurrection
- ❑ Rope circle - eternity
- ❑ Roses – brevity of earthly existence
- ❑ Scales – weighing of souls, justice
- ❑ Scallop shell – birth, baptism, resurrection, life everlasting, pilgrimage of life
- ❑ Scythe – death, the diving harvest
- ❑ Seashell – resurrection, life everlasting, life’s pilgrimage
- ❑ Shamrock – Irish descent, Holy Trinity
- ❑ Shattered urn – old age
- ❑ Sheaf of wheat – ripe for harvest, divine harvest, time, old age, fruitful life
- ❑ Shepherd’s crook - charity
- ❑ Ship – the Church
- ❑ Ship’s profile – seafaring profession
- ❑ Skull – mortality
- ❑ Skull/Crossed Bones – death, mortality
- ❑ Skeleton – life’s brevity, mortality
- ❑ Smoke – vanity, futility of seeking earthly glory
- ❑ Snail - laziness
- ❑ Snake (Tail in Mouth) – everlasting life in heaven, eternity, unity
- ❑ Spade – mortality, death
- ❑ Spider web – human fraility
- ❑ Stag – the faithful, thirsting for God
- ❑ Star – divine guidance
- ❑ Star of David – unity, transformation
- ❑ Stars and stripes around eagle – eternal vigilance, liberty
- ❑ Stations in life – representation of the occupation of the deceased, sometimes in portrait form
- ❑ Steps – ascension, stage or levels
- ❑ Steps (3-tiered) faith, hope, charity
- ❑ Swallow – hope, fertility, renewal of life
- ❑ Sun rising – renewed life
- ❑ Sun shining – life everlasting
- ❑ Sun setting – death
- ❑ Sun, moons, stars – reward of the resurrection

- ❑ Sun (winged) – spirituality, everlasting life
- ❑ Sword (inverted) relinquishment of power, victory
- ❑ Sword (broken) – life cut short
- ❑ Sword (sheathed) temperance
- ❑ Sword – military
- ❑ Swords (crossed) life lost in battle
- ❑ Thistle – Scottish descent
- ❑ Thistles – Remembrance, inevitability of death
- ❑ Tombs – Mortality
- ❑ Torch – immortality, purification, truth, wisdom
- ❑ Torch inverted – life extinct
- ❑ Triangle – Holy Trinity
- ❑ Tree – life
- ❑ Tree branch (severed) - mortality
- ❑ Tree sprouting – life everlasting
- ❑ Tree stump – life interrupted
- ❑ Tree stump w/ivy – Head of family – immortality
- ❑ Tree trunk – brevity of life
- ❑ Tree trunk leaning – short interrupted life
- ❑ Tree felled - mortality
- ❑ Trumpeters – heralds of the resurrection
- ❑ Urn – immortality
- ❑ Urn with wreath or crepe – mourning
- ❑ Urn with blaze – undying friendship
- ❑ Violet - humility
- ❑ Vines – wine, symbolic blood of Christ
- ❑ Weeping willow tree – mourning, grief, nature’s lament
- ❑ Wheel – cycle of life, enlightenment, spiritual power
- ❑ Willows – earthly sorrow
- ❑ Winged face – effigy of the deceased soul, the soul in flight
- ❑ Winged skull – flight of the soul from mortal man
- ❑ Winged globe – symbol of the Egyptian sun god Ra, on Victorian monuments is symbolic of the power that can recreate
- ❑ Wreath – victory
- ❑ Wreath of roses – heavenly joy, bliss
- ❑ Wreath or skull – victory of death over life
- ❑ Wheat strands or sheaves – the divine harvest
- ❑ Women hanging on a cross, a pillar, an anchor – faith
- ❑ Yin Yang Circle – harmony, balance, birth and death

Appendix J. Websites

American Institute for Conservation for Historic and Artistic Works (AIC). A national membership organization dedicated to the preservation of cultural material.

<http://www.conservation-us.org/>

American Institution for Conservation: Code of Ethics and Guidelines for Practice.

<http://www.conservation-us.org/index.cfm?fuseaction=page.viewPage&PageID=858&d:\CFusionMX7\verity\Data\dummy.txt>

Association for Gravestone Studies: Preservation page.

<http://www.gravestonestudies.org/preservation.htm>

California State Parks Historic Cemetery Assessment including video.

http://www.parks.ca.gov/?page_id=24875 (Video link appears about a quarter of the way down the page.)

Cemetery Junction: Directory for Maryland cemeteries.

<http://www.daddezio.com/cemetery/junction/CJ-MD-NDX.html>

CemSearch Tombstone Initials & Their Meanings.

<http://www.obitcentral.com/cemsearch/initials.htm>

D/2 Biological Solution: <http://www.d2biologicalsolution.com/>

Daddezio: A directory of historical and genealogical societies. <http://www.daddezio.com/society/>

Daughters of the American Revolution Library: Search for cemetery records at the online library catalog. <http://www.dar.org/library/onlinlib.cfm>

FamilySearch: Free Family History, Family Tree, and Genealogy Records and Resources from Around the World on the official website of the Church of Jesus Christ of Latter-day Saints.

Search the library catalog for the place name. <http://www.familysearch.org/>

Find A Grave: Grave records for Maryland.

<http://www.findagrave.com/php/famous.php?page=state&FSstateid=22>

Foil impressions: Links to catalogue pages at Blick Art Materials for 36 gauge (.005" thick) and 38 gauge (.004" thick) tooling foil <http://www.dickblick.com/products/two-tone-tooling-foil/> and <http://www.dickblick.com/products/pure-metal-tooling-foil/> .

Geographic Names Information System (GNIS):

<http://geonames.usgs.gov/pls/gnispublic/f?p=150:1:2845084044162806>

Georgia's State Historical Preservation Office, "Cemetery Preservation Quick Tips" includes guidelines for hiring a professional.

http://www.gashpo.org/Assets/Documents/Volunteers_and_Professionals.pdf

Illinois Historic Cemetery Preservation Handbook, A Guide To Basic Preservation.

http://www.illinois-history.gov/Cemetery/Images/ILHistCemPres_9-09.pdf

Interment.net: Free online database of Maryland cemetery records.

<http://interment.net/us/md/index.htm>

IRS: Application for Recognition of Exemption from the Internal Revenue

Service. <http://www.irs.gov/charities/article/0,,id=96109,00.html>

Libcat: A Guide to Library Resources on the Internet: Listings of Maryland

libraries. <http://www.librarysites.info/states/md.htm>

Library of Congress: Telephone and City Directories in the Library of Congress: Non-Current

(Old). http://www.loc.gov/rr/genealogy/bib_guid/telephononcurr.html

Maryland Department of Assessments and Taxation, Maryland Checklist for New Businesses.

<http://www.dat.state.md.us/sdatweb/checklist.html>

MarylandGenWeb page: Tombstone Transcription Project:

<http://www.usgwtombstones.org/maryland/maryland.html>

Maryland Historical Trust <http://mht.maryland.gov/index.html>

Maryland Historical Trust, "Designing a Preservation Plan for a Historic Cemetery".

http://mht.maryland.gov/cemeteries_plan.html

Maryland State Archives: Guide to City Directories.

<http://guide.mdsa.net/viewer.cfm?page=citydirectories>

Michael Trinkley, Securing Cemetery Plot Gates. <http://crm.cr.nps.gov/archive/25-02/25-2-15.pdf>

National Center for Preservation Technology & Training. Includes training webinars for

cemetery conservation. <http://www.ncptt.nps.gov/category/training/cemetery-monument-conservation-materials-research/>

National Preservation Institute calendar of events. Preservation workshops are held at various

locations around the country. <http://www.npi.org/calendar.html>

National Register Bulletin. Guidelines for Evaluating and Registering Cemeteries and Burial

Places. <http://www.nps.gov/nr/publications/bulletins/nrb41/>

National Register Bulletin. Glossary found in Guidelines for Evaluating and Registering Cemeteries and Burial Places.

http://www.nps.gov/history/nr/publications/bulletins/nrb41/nrb41_10.htm

Office of Cemetery Oversight: <http://www.dllr.state.md.us/license/cem/>

Old City Cemetery: Guided Tours of the Old City Cemetery (Lynchburg, VA):

<http://www.gravegarden.org/guided.tours.htm>.

Olive Tree Genealogy: Graven Images. <http://olivetreegenealogy.com/misc/grave.shtml>

Olive Tree Genealogy: Grave Symbols.

http://www.olivetreegenealogy.com/misc/grave_symbols.shtml

Preservation Maryland: <http://www.preservationmaryland.org/>

Rochester's History: An Illustrated Timeline Letters, Monograms & Abbreviations.

<http://vintageviews.org/vv-tl/pages/cem-monograms.htm>

Rochester's History: An Illustrated Timeline: Letters, Monograms & Abbreviations

<http://vintageviews.org/vv-tl/pages/cem-monograms.htm>

Save Our Cemeteries: Funerary Symbolism:

www.saveourcemeteries.org/cemeteries/symbols.htm

Secretary of the Interior's Standards for the Treatment of Historic Properties.

<http://www.nps.gov/history/hps/tps/standguide/>

Selecting and Contracting With a Conservator from Save Outdoor Sculpture! (A joint project of Heritage Preservation and the Smithsonian American Art Museum.)

http://www.parks.ca.gov/?page_id=24875

<http://www.heritagepreservation.org/PDFS/SelectingLodeSTAR.pdf>

Starting a Nonprofit Organization from Free Management Library.

http://managementhelp.org/strt_org/strt_np/strt_np.htm

Topozone: Search topographic maps and aerial photos on Trails.com. Just click on the county or Baltimore City then click on the feature "cemetery".

<http://www.topozone.com/states/Maryland.asp>

USGS: Topographic Maps. <http://topomaps.usgs.gov/>

USGS, Topographic Map Symbols. <http://egsc.usgs.gov/isb/pubs/booklets/symbols/>

USGS, Viewable Maps and Aerial Photo Images Online.

<http://nationalmap.gov/gio/viewonline.html>

Appendix K. Additional Reading

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Bodor, John J., Rubbings and Textures: A Graphic Technique. Van Nostrand Reinhold Company, 450 West 33rd Street, New York, NY 10001, 1968.

Duval, Francis Y. and Ivan B. Rigby. Early American Gravestone Art in Photographs, 200 Outstanding Examples, 1978, General Publishing Company, Ltd. Toronto, Ontario

Duval, Francis, ed. The AGS Series of Regional Guides to 17th and 18th Century Graveyards. Published by AGS, 30 Elm Street, Worcester, MA 01609.

English Brass Rubbing Centre, Brass Rubbings. 803 South Inglewood Avenue, Inglewood, CA 90301, no date. 27 pages.

Farber, Jessie Lie, "Gravestone Rubbing for Beginners." Published by AGS, 30 Elm Street, Worcester, MA 01609.

Farber, Jessie Lie, "A Technique for the Experienced Rubber." Published by AGS. 30 Elm Street, Worcester, MA 01609.

Firestein, Cecily Barth, Rubbing Craft: How to rub doors, letterboxes, gravestones, manhole covers, and how to use these designs to make jewelry, T-shirts, needlepoint and more.

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Gillon, Edmund Vincent, Jr., Early new England Gravestone Rubbings. Dover Publications, Inc., 190 Varick Street, New York, NY 10014, 1966.

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Wasserman, Emily, *Gravestone Designs: Rubbings & Photographs from Early New York & New Jersey*. Dover Publications, Inc., 180 Varick street, New York, NY 10014.

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Show me first the graveyards of a country
and I will tell you the true character of the people.
Benjamin Franklin