



Volunteer Handbook



Get Involved
Continue Learning
Share Your Talents



Revised 2017 JAN 30

Volunteer at Hagley!

Hagley has many different opportunities for you to share your talents, skills, and experience!



Office Administration
Special Events
Carpentry / Mechanics
Photography
Social Media / Marketing
Greeting
Historical Interpretation
Library / Archive Assisting
Conservation
Handwork Creation
Exhibitions
STEM (Science, Technology, Engineering, Math) Programs
Gardening
and more!

Dear Volunteer,

As the Executive Director of Hagley Museum and Library, I am delighted that you have decided to join our team and help us engage the diverse audiences that we serve. I know how many worthy causes are competing for your time, so I am sincerely grateful for your interest in, and commitment to, Hagley.

As a volunteer, you play a crucial role in making Hagley's rich historical resources come alive. Whether you are orienting a guest, telling a compelling story, or answering a question, your efforts help create fulfilling experiences for our guests and make a visit to Hagley accessible, educational, and fun!

You are vital to our successful operation, and I want you to know that I appreciate all that you do on behalf of this wonderful institution. I look forward to meeting you personally and to welcoming you to the Hagley family.

With best wishes,

A handwritten signature in black ink, appearing to read "David A. Cole". The signature is fluid and cursive, with the first name "David" being the most prominent.

David A. Cole, Ph.D.
Executive Director

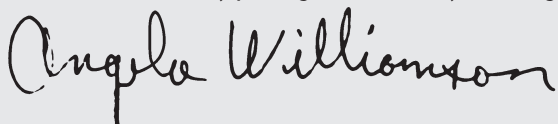
Dear Volunteer,

Welcome!

Hagley's volunteer program consists of a very active group of men and women, from youth to mature adults working in every area of the museum, library, and grounds. Our volunteers come from all walks of life—retirees, husband/wife teams, students, and people currently employed with full-time or part-time jobs.

I look forward to having you join us at our one-time special events or ongoing projects and interpretation. Through volunteering at Hagley you will find camaraderie among volunteers and the staff; have opportunities to interact with interesting people; be able to explore Hagley's amazing collections of artifacts, manuscripts, and photographs; learn more about local history; and enjoy the beauty of the river, woods, and planted landscape of the grounds.

Join the fun! It is my privilege to welcome you to Hagley.

A handwritten signature in black ink, appearing to read "Angela Williamson". The signature is cursive and elegant, with the first name "Angela" being the most prominent.

Angela Williamson
Volunteer Manager
awilliamson@hagley.org • (302) 658-2400, ext. 257

Hagley Volunteer Program Information

Statement of Purpose for Volunteers at Hagley

Volunteers of all ages play an integral part in fulfilling the mission of Hagley. They share support, expertise, time, experience, ideas, and energy, enabling projects and tasks to be accomplished that would not be possible without them. Hagley volunteers work side-by-side with staff and learn from and share with them, the collections, and the experiences they have with guests. About 500 people volunteer in almost every department at Hagley and contribute thousands of hours annually. Volunteers range in age from about 14 to 90.

How to Become a Volunteer

Fill out an application online at www.hagley.org, via phone at (302) 658-2400, or mail at Hagley Volunteer Office, P.O. Box 3630, Wilmington, DE 19807.

The volunteer manager will set up an interview to discuss volunteer opportunities in person and determine if your interests match an available position.

The volunteer manager will make an assignment based on available positions as well as the interests and skills of the applicant. The volunteer manager will also introduce volunteers to their supervisor or schedule the volunteer for any upcoming special events.

What to Expect from Hagley

- The training needed to complete assigned tasks.
- Be treated in a professional and friendly manner.
- A safe working environment.
- Appreciation in different formats.

Expectations of Volunteers

A volunteer is someone who chooses to perform services for Hagley without compensation or expectation of compensation, and who performs a task at the direction of, and on behalf of, Hagley. A volunteer must be officially accepted and enrolled by the Hagley Volunteer Manager prior to starting.

Volunteers are expected to:

- Complete tasks as agreed upon and as listed in job descriptions.
- Come in as scheduled, on time, and stay until the end of time commitment.
- Be pleasant, helpful, welcoming, and understanding when interacting with visitors so they want to come back.
- Follow Hagley policies and procedures as listed in this manual and report any safety concerns or maintenance issues as directed.
- Record your hours worked at www.myvolunteerpage.com.
- Follow staff instructions.

Training

- Training varies depending on the volunteer job.
- One-time special events training will be on-the-job on the day of the event, with instructions and descriptions mailed to you before the event.

- Ongoing positions will have thorough training before volunteers are asked to do anything on their own.

Volunteer Admission Benefits

Daily general admission to the Museum (includes events included with general admission for the day)

- Check in at the Visitor Center upon arrival and show your nametag to get free admission sticker(s).
- Volunteers may bring guests. If the group is going to be larger than 8 you must make special arrangements prior to your visit by calling (302) 658-2400 ext. 261.
- If you wish to have guests visit the museum when you are not able to join them, call ahead 302-658-2400 ext. 261 and let Visitor Center staff know their names and your name and that you are a volunteer.

Events - These have special admission ticketing -not included with general admission. Subject to change depending on events being held during the year.

- Bike and Hike free for any active volunteer and their immediate families.
 - Check in at the admissions table. Show your nametag.
- Volunteers working an event (excluding Fireworks) may bring up to 4 guests to that event.
 - You must provide the guest names to Volunteer Manager 2 days before the event.
 - The names will be at admissions. Guests need to identify themselves as guest of working volunteer of the event.
- Event tickets to any event (excludes Fireworks and Twilight Tours)
 - Volunteers who give 100-199 hours in the previous calendar year will receive 2 tickets in January good for self or others to attend event without working that event.
 - Volunteers who give 200 hours or more will receive 4 tickets good for self or others to attend event without working that event.
- Twilight Tours – Volunteers and staff will be invited to a special evening for staff and guests in early December. Each volunteer or staff member may make reservations for self and up to 3 guests on a first come first served basis.

Benefits

- Camaraderie with fellow volunteers.
- Discount at the Hagley Store, Belin House Organic Café, and Hagley Rentals.
- Opportunity to become a Hagley member at the reduced staff rate.
- Opportunity to purchase up to four adult fireworks show tickets.
- Appreciation event and passes in April.

Volunteer Manager, Volunteer, and Staff Connections

Volunteer applies online and meets with volunteer manager to join Hagley Volunteer Team

Volunteer manager connects volunteer and Hagley staff for match

Volunteer signs up on www.myvolunteerpage.com and signs up for email reminders

Assignments show in Schedule Tab in www.myvolunteerpage.com

Volunteer attends Orientation

Volunteer gives feedback/ideas to volunteer manager

Volunteer reads and follows guidelines from the Volunteer Handbook

Volunteer Manager

Recruit, place, schedule volunteers. Create monthly volunteer newsletter and video, send reminders for staff and volunteers, lead orientations, organize educational sessions, track hours, write letters for students for service hours, provide all essential information to volunteers, directly supervise the Handwork Group and Workers' Hill Garden volunteers, continue contact with volunteers not placed yet, relay Hagley policies and safety issues to volunteers, organize volunteer appreciation efforts such as the event in April and send birthday and holiday cards, work with local organizations for group volunteering opportunities, support National Volunteer Month efforts, and work with staff and volunteers in requesting and responding to feedback, and facilitate anything else to make the volunteer/staff experience the best possible.

Volunteer manager and Hagley staff create volunteer opportunities

Hagley staff send volunteer check-in and time sheets to volunteer manager

Hagley staff give feedback/ideas to volunteer manager

Volunteer

Sign up via www.myvolunteerpage.com or contact volunteer manager, wear nametag, come in as assigned, ask questions, give feedback/ideas to Hagley staff and volunteer manager, follow Handbook, and record hours.

Hagley Staff

Supervise, schedule (using www.myvolunteerpage.com or own system) and train volunteer, send sign-in/time sheets to volunteer manager, give feedback to volunteer manager and volunteer, work with volunteer manager in creating volunteer job descriptions at least 3 months prior to event.

Volunteer gives feedback to Hagley staff

Volunteer records hours on www.myvolunteerpage.com

Volunteer receives information from Hagley staff 1-2 weeks prior to event

Volunteer contacts Hagley staff if they can't make it to assignment at (302) 658-2400 ext. 261 or staff extension

Hagley staff contact volunteer with schedule changes, cancellations, confirmation information (also on www.myvolunteerpage.com)

Policies and Procedures Summary

Hagley recognizes that a work environment free from harassment and hazardous conditions encourages its volunteers toward greater productivity, creativity, and satisfaction. Conduct or any work condition that substantially interferes with your own or another volunteer's performance or creates an intimidating, hostile, or offensive work environment will not be tolerated. You should report any violations of the following policies to the volunteer manager. Any information you provide in good faith will not affect your volunteer status in any way.

Equal Employment Opportunity Policy: Hagley is an equal opportunity employer and does not discriminate in opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by law.

Drug-Free Workplace: In compliance with the Drug-Free Workplace Act of 1988, Hagley provides a safe and productive work environment. While on Hagley's property, volunteers should not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect Hagley's business. Further, volunteers should not possess or consume alcoholic beverages while on duty.

Harassment: Hagley is committed to a work environment that prohibits unlawful discriminatory practices, including harassment. Harassment may include unwelcome sexual advances, request for sexual favors, other verbal or physical contact of a sexual nature when such conduct creates an intimidating, hostile or offensive environment, or substantially interferes with a volunteer's performance, either implicitly or explicitly. Harassment is not necessarily sexual in nature. Harassment may be, but is not limited to epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law. Harassment based upon a person's age, race, national origin, religion, disability, marital status or sexual orientation is also prohibited.

Any volunteer who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, should promptly discuss their concerns with the volunteer manager. Any reported allegations of harassment will be investigated promptly and confidentially. If the investigation leads to a determination that the charges of harassment are true, the volunteer will be dismissed.

Smoking: Smoking is prohibited in all Hagley buildings and exhibit areas. "Smoking" includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges.

Business Communications: Hagley provides access to computing and other electronic resources to volunteers as needed. Users of Hagley's systems are prohibited from certain specific activities, such as, but not limited to, copyright infringement, downloading of malicious software or pornography, using disparaging, abusive, derogatory, or inflammatory remarks about gender, race, age, disability, religion, national origin, physical attributes, or sexual preference. Messages and files created, sent, received or stored within its system should be

related to Hagley business and are and will remain the property of Hagley. Hagley reserves the right to monitor, retrieve, review and disclose any messages or files composed, sent, received, or stored on its systems.

Ethics: A Code of Ethics has been established by Hagley. Volunteers have a responsibility to Hagley, especially those with access to Hagley's collections, programs and privileged information. Review and accept the complete Code of Ethics at myvolunteerpage.com.

Reporting Injury: Work related injuries or illnesses, no matter how minor, must be reported to the volunteer manager.

Food and Beverages: The storage and consumption of food and beverages is restricted to appropriate areas in order to preserve and safeguard the library and museum collections from the risks of spills and potential pest infestation.

General Safety – If you injure yourself, please report it immediately to your supervisor. Always let your supervisor know if you don't feel well or need assistance.

First Aid kits are located in every building. If supplies are used from a kit, fill out the accident form in the kit and give it to your staff contact that day.

In case of emergency, call extension 261, (302) 658-1859, or 911.

Representing Hagley: As a volunteer, you represent Hagley to the public while you are working. Treat others as you would like to be treated. Please be positive when talking with guests about Hagley. If you have had any experiences that are less than positive, please talk with the volunteer manager directly rather than with other volunteers or staff. If you are working as a volunteer at Hagley and have a question, please ask the volunteer manager, the staff leading the activity, or the Visitor Center staff at (302) 658-2400, ext. 261.

Media Contact: All media contact should be arranged through Hagley's marketing manager—phone (302) 658-2400, ext. 238. Please refer reporters to the marketing manager before engaging in conversation.

Code of Conduct

If you become aware of any potentially dangerous and/or illegal situations regarding weapons, drugs, alcohol, fights, property damage, theft, etc., or have information regarding such, report it to the volunteer manager or Hagley staff you are working with.

You are to maintain professional behavior including refraining from profanity or vulgar language.

Damaging any Hagley property will not be tolerated. Depending upon circumstances, a police report may be made. Parents or guardians will be liable to pay for damages for youth under age 18.

You are subject to immediate dismissal for possession of any firearm, knife, explosive or other dangerous object while on Hagley property.

You are to treat everyone you encounter fairly and with respect, regardless of gender, size, race, age, religion, political beliefs, sexual orientation, national origin, marital status, disability, or economic status.

Policies and Procedures Summary

Photos / Videos:

Periodically, Hagley Museum and Library takes photographs and video of guests and activities for use in promotional and editorial material. With admission into the museum or library, you give permission to Hagley for the recording of photographs and/or video of yourself and your dependents. You grant Hagley all rights to use these still or moving images for educational, promotional, advertising and other purposes which advance the overall mission of Hagley Museum and Library. All rights to the photographs and video belong to Hagley Museum and Library. If you do not consent to this policy, please notify the photographer prior to any filming or photography.

Background checks:

Hagley requires all new volunteers 18 and older to complete a background check by the end of 2017 regardless of role or location.

The goal of these checks is to provide a safe environment for children, our resources and you. See FAQ for what is/is not included in the check.

The process is simple. There are one or two forms to complete depending on your state of residency. Every volunteer completes the AmericanChecked form and Delaware residents fill out one other form.

AmericanChecked will process background checks in a secure environment. Hagley will cover the costs. Social Security numbers are not required, but are helpful to accurately find your information.

To ensure confidentiality, you will fill in the short online form at AmericanChecked at the volunteer interview. Results (which do not show Social Security numbers) will come directly to the volunteer manager. The form for Delaware residents is paper and once completed, is submitted by the volunteer manager. The volunteer manager will not keep copies of the form.

Instructions for using www.myvolunteepage.com

Log into www.myvolunteepage.com using username and password created when you first applied

Home tab – bottom right are documents including instructions for myvolunteepage.com

Opportunities tab – volunteer needs listed here, scroll down and click on the WORDS of the TITLE of the activity to open dates (scroll to bottom)

Schedule tab – shows what you are signed up for, click on circle “i” for more information

Hours tab – record ALL volunteer hours here, and view hours recorded

Contact tab – email me and/or a committee/group you are assigned to

My Profile tab – ONCE click on Contact Information scroll down and on right side Subscriptions click Subscribe weekly reminders, update all other information here



Hagley welcomes volunteers who come on their own or as part of a group or business.



Volunteers interact with families at special events such as Invention Convention, Hagley Car Show, Fireworks, and more!



Greet visitors in the Powder Yard, "Easy Does It!" and special events!

Administrative Information

Performance – Volunteers are monitored by Hagley staff. If volunteers are not able to complete the duties as listed in the job description, they will be asked to move to a job that better fits their abilities, skills, and interests.

Parking – Parking is provided, or transportation to and from the parking area is provided.

Nametag/Identification – As a volunteer you will receive a nametag. Please wear your nametag when you are volunteering at Hagley. Please return your nametag when you stop volunteering.

Changing Your Assignment – If you are looking for something different from, or in addition to, your current placement, please contact the volunteer manager to explain what you are looking for and to see what is available, or check on www.myvolunteerpage.com.

Resignation – Please give the volunteer manager and/or your immediate staff contact notice of your resignation as soon as possible. We understand that life circumstances, interests, and availability can change.

Dismissal – Dismissal occurs if the volunteer does not follow the guidelines set in the job description, does not abide by the code of ethics, or does not abide by any other policy or procedure listed in this and other Hagley information.

Change of Contact Information – If your phone, email, address, emergency contact, or other information changes, please update on www.myvolunteerpage.com or contact the volunteer manager at (302) 658-2400, ext. 257, or at awilliamson@hagley.org.

www.myvolunteerpage.com is the webpage to sign into your profile. Use this to change contact information, sign up for activities, check for activity details, set up reminders, and log hours as appropriate. You may also go to www.hagley.org/volunteer and click on “Volunteer Login”.

Recording Hours Worked – We need your hours recorded for a variety of reasons. We acknowledge and recognize volunteers at our annual appreciation event. We also use the volunteer hours to show community support which is helpful when we apply for grants.

There are two ways to record hours:

1. If you work in an area with computers, you may log into www.myvolunteerpage.com and log your hours.
2. If you do not have access to a computer in your area, paper check-in sheets are available for you to record your hours. You may record hours on www.myvolunteerpage.com on your phone or computer at home, but only record the hours once (not on both paper and online for the same hours).

High school students can apply for free transcript credit with ninety hours. Visit <http://bit.ly/volcredit> for details.

Volunteer Delaware 50+ is a state organization with additional benefits for those 50 and older. Call (302) 255-9878 for information.

	One-Time Events	Ongoing Assignments	Interpreter / Greeter
Scheduling	Volunteer opportunities will be sent via email or printed newsletter. Call or sign up on www.myvolunteerpage.com .	Schedules are arranged with the supervisor.	Assignments are made monthly based on availability.
Illness/Unavailable for Scheduled Time	Prior to the event: Email the volunteer manager (Monday through Friday). Day of event: Call (302) 658-2400	Call your staff contact and reschedule your assignment.	Call (302) 658-2400, ext. 261, and if possible find a replacement.
Recording Hours Worked	Taken from check-in sheet from each event, or add your own hours at www.myvolunteerpage.com	Use the books located in different areas at Hagley and www.myvolunteerpage.com .	Use the books located in each building and www.myvolunteerpage.com .
Dress Code	Varies with event – dress for the weather; something clean, neat, and comfortable. Wear your Hagley shirt if you have one. Wear nametag at all times.	Depends on location. Business casual in offices. Wear nametag at all times.	Workers' Hill: Period 1800s skirts (fabric provided) and white blouses for women and dress pants and white button shirt for men. Greeters: Casual clothing. Wear nametag at all times.

About Hagley Museum and Library

Contact Information

Volunteer Manager Angela Williamson
(302) 658-2400, ext. 257 • awilliamson@hagley.org
www.hagley.org

Visitor Center GPS address:

200 Hagley Rd, Wilmington, DE 19807

Library / Soda House GPS address:

298 Buck Rd, Wilmington, DE 19807

General Information

Hagley has approximately 65,000 guests annually, including casual guests, school groups, tour groups, special event attendees, and rental groups.

Much of the property is walker friendly and walking is encouraged. Please refer to the visitor guide map for walking trails.

Enjoy guided tours of the upper property, including the du Pont family home. Workers' Hill and the Powder Yards are open and Machine Shop, Roll Mill, and black powder demonstrations are held throughout the day. Buses for tours leave from the Visitor Center. Visit www.hagley.org for opening hours and tour times.

Hours of Operation – See Hagley's website at www.hagley.org.

Mission Statement – At Hagley, we invite people of all ages to investigate and experience the unfolding history of American business, technology, and innovation, and its impact on the world, from our home at the historic DuPont powder yards on the banks of the Brandywine.

Vision Statement – Be a place where innovation inspires and imaginations run wild.

Condensed Description

Located on 235 acres along the banks of the Brandywine River, Hagley is the site of the black powder works founded by E. I. du Pont in 1802. This example of an early American industrial site includes restored mills, a workers' community, and the ancestral home and gardens of the du Pont family.

Hagley's library furthers the study of business and technology. The collections include individuals' papers and companies' records ranging from eighteenth-century merchants to modern telecommunications and illustrate the impact of the business system on society.

The Library's Center for the History of Business, Technology, and Society organizes and administers the Hagley Museum and Library's interaction with the world of scholarship. It brings attention to Hagley's research collections and generates intellectual dialogue at Hagley.

Facilities

Visitor Center – The first floor is used for ticket sales and exhibits, the second floor houses changing exhibits, and the third floor has exhibits and administrative offices.

Museum Store – Located next to the Visitor Center, the Museum Store sells gifts and Hagley memorabilia.

Frizzells' Store – Open by appointment only for school tours, located near bus parking at the Visitor Center.

Hall of Records – Houses offices for the conservation lab, collections and exhibits, carpenters, and mechanical exhibits. The volunteer handwork group meets weekly to make items to sell at in support of the school scholarship fund.

Power Plant – Used for educational programs.

"Easy Does It!" – Shows how machines make life easier. Open on weekends and holidays.

Wheelwright Shop – Used for educational programs.

Millwright Shop – Showcases working models of the roll mill and gunpowder-making process, demonstrations of a functioning early-nineteenth-century machine shop, roll mill demonstrations, and turbine demonstrations.

Gibbons House – Volunteers interact with visitors. The house is named for John Gibbons, a foreman for the DuPont Company. This building is also used for educational programs.

Carriage Shed – Built by the Belin family. Currently houses a carriage exhibit.

Belin House Organic Café – The former home of the Belin family, three generations of bookkeepers for the DuPont Company. Open daily from 11 a.m. to 3 p.m.

Brandywine Manufacturers' Sunday School – Volunteers interact with visitors. This space is also used for educational programs.

Steam Engine – Demonstrations of an 1870s steam engine, showing an alternative form of power used at Hagley.

Soda House – Houses archives of non-published manuscripts, business papers, and other related materials. Rental facilities available.

Library – Houses collections and library and administrative offices.

Eleutherian Mills, the du Pont Family Residence – Former home of five generations of the du Pont family. Tours of the residence are given by guides.

E. I. du Pont Garden – This restored garden is planted with flowers, herbs, and vegetables in the traditional French style.

First Office – This is the first office of the DuPont Company outside their home. Tours are given by guides.

The Barn – Features a collection of nineteenth-century domestic, farm, and powder yard vehicles; a collection of weather vanes, agricultural tools and implements; and a Conestoga wagon.

About Hagley Museum and Library

The Name Hagley

A Place Called Hagley by Glenn Porter

Friends and guests often ask, why do they call it Hagley? All we know for certain is that the name was already in use well before E. I. du Pont expanded downstream from Eleutherian Mills in 1813 by purchasing the land that became the Hagley Yards. It was described in an 1813 document as “Hagley an Est[ate],” and it had been called Hagley at least as early as 1797, when its owner (Philadelphia Quaker merchant Rumford Dawes) applied for insurance on buildings at “a place called Hagley situated on Brandywine Creek.”

Dawes had acquired the property in 1783. Since the name Hagley did not appear on the documents transferring ownership at that time, it seems likely that it was Dawes who gave the name to the Brandywine location. In 1783 the site included (near the bottom of what we call Workers’ Hill today) a water-powered slitting mill to produce cut nails. The next year Rumford Dawes constructed an eight-room, two-story dwelling, along with an adjoining kitchen and a flour mill, all of stone. He used the estate as a rural retreat, as well as a milling site. The principal house, Dawes wrote Stephen Girard in 1808 from Hagley, had “a Piazza fronting on the Brandywine, that has . . . a fine flow of water affording an agreeable murmur.”

Researchers have never discovered a “smoking gun” to prove it, but it seems likely that the Delaware Hagley was named for an English estate that was well known in the second half of the eighteenth century. No other place of that name is known to have existed in eighteenth-century Europe or America.

The English Hagley is a village, a parish, and an estate located in the West Midlands countryside approximately ten miles southeast of Birmingham. It is, in English parlance, “the seat” of Viscount Cobham, whose forebear, George 1st Lord Lyttleton, completed the sandstone house called Hagley Hall in 1760.

Perhaps the simplest explanation for the appearance of the name in America would have been through an immigrant from the West Midlands. (We do not know the origins of Rumford Dawes or his family before he appeared in the Philadelphia directory in 1785.) But it could also have come through other means.

Hagley Park, which surrounds the Hall, was already famous in the mid-eighteenth century as a leading example of the English style of landscape architecture created by William Kent, Capability Brown, and Humphry Repton. (Such arranged “natural” landscapes, often adorned with classical temples and columns, became the rage throughout Europe and replaced countless earlier, more formal gardens.) The Lyttleton property was described in many English guidebooks and books on gardens, including two published in 1777 by J. Heely, entitled *Description of Hagley Park and Letters on the beauties of Hagley, Envil and the Leasowes* (Jefferson bought a copy of *Letters* on his garden tour of England in 1786).

Hagley Park’s praises had also been sung even earlier in British poet and dramatist James Thomson’s *The Seasons*, which first appeared in an American edition in Philadelphia, also in 1777. Thomson (1700-1748) was enormously popular in the eighteenth and the nineteenth centuries. His work was issued in hundreds of editions and translations throughout Europe and America. (Our library holds several volumes of Thomson, including a 1779 Paris translation once owned by Eleuthera Bradford du Pont and an edition published in Georgetown, D.C., in 1814 and

acquired in 1818 by Margaretta E. Lamot, who in 1824 married E. I.’s son Alfred Victor du Pont.)

A wealthy merchant such as Rumford Dawes could have known of the rural beauties of the famed English estate and might have named his Brandywine property accordingly. (Dawes was a bookish enough gentleman; he held a membership in the Library Company of Philadelphia from 1789 to 1815.) So, it is all conjecture, but we think that’s probably why they call it Hagley. These lines from Thomson’s *The Seasons* certainly seem to fit our stretch of the Brandywine:

*“ . . . thro’ Hagley Park
thou strayest;
. . . There along the dale,
With woods o’er hung, and shagg’d with mossy rocks,
Whence on each hand the
gushing waters play,
And down the rough cascade white-dashing fall,
Or gleam in lengthened
vista thro’ the trees,
You silent steal; or sit
beneath the shade
Of solemn oaks, that tuft
the swelling mounts,
Thrown graceful round
by Nature’s careless hand”*



The Graining Mill in the Powder Yard at Hagley.

About Hagley Museum and Library

Chronology of Hagley Museum and Library

1952 - In November the Eleutherian-Mills Hagley Foundation, a non-profit, educational corporation, received its charter from the State of Delaware.

1954 - Walter J. Heacock is appointed Director of Research and Development.

1957 - In May Hagley Museum is dedicated with the opening of the Main Exhibit Building. (Name changed to Henry Clay Mill Building in mid 1980s.)

1961 - Library building opens.

1962 - A second exhibition building is opened. The Black Powder Exhibit Building, with working models of the powder-making process, had been the nineteenth century workplace for millwrights and machinists. (Name changed to Millwright Shop in late 1980s.)

1964 - Eleutherian Mills Residence is opened to the public on a limited basis.

1964 - Birkenhead waterwheel is reconstructed and placed in operation.

1966 - Eleutherian Mills Upper Pantry is opened.

1967 - Museum property is designated a National Historic Landmark.

1967 - Second floor exhibit gallery at Henry Clay Mill is opened. The exhibits deal with the evolution of American industry in the late nineteenth and early twentieth century.

1967 - Blue Room and Daughters' Room opened in Eleutherian Mills Residence.

1969 - The first DuPont Company office is restored and opened to the public.

1969 - Opening of Lamot du Pont Workshop.

1970 - First "Henry Clay Day" is held in conjunction with the Mount Pleasant School District. This annual event was the precursor to the Nineteenth Century Day school program.

1970 - Eleutherian Mills Barn reopens.

1971 - Restoration of E. I. du Pont Garden begins.

1972 - The Museum Store opens for business.

1972 - First Twelfth Night display at Residence.

1974 - Eagle Roll Mill demonstration of an operating water turbine opens to the public.

1974 - Stone quarry exhibit is installed across the road from the Millwright Shop.

1977 - Residence opens year round. Restored nursery opens.

1978 - Terrace Hallway Orientation exhibit opens. First Candlelight tours.

1980 - Manuscripts Collection relocated to Soda House.

1989 - Second floor of Henry Clay Mill Building designated temporary exhibition space.

1998 - Louisa and Henry du Pont exhibit, temporarily installed in the mid-1980s, is removed from second floor gallery at Eleutherian Mills and orientation exhibit in Terrace Hallway moved—a history of the house exhibit is installed.

1999 - Crowninshield kitchen and pantry exhibit opens at Eleutherian Mills residence.

2001 - Opening of the Power Plant as an educational center.

2002 - Opening of permanent exhibits "DuPont the Explosives Era" on the first floor of Henry Clay Mill, and "DuPont Science and Discovery" on the third floor of Henry Clay Mill as part of the celebration of DuPont Company's 200th Anniversary.

2003 - Remodeling of the Hydro Electric Plant as the site for Easy Does It! exhibit.

2005 - Names changed from Henry Clay Mill to Visitor Center and Blacksmith Hill to Workers' Hill.

2006 - Opening of Line Shaft and Explosives Exhibitions.

2007 - Fiftieth anniversary of Hagley Museum. Visitor Center entrance and lobby remodeled.

2008 - Renovations to collections storage in the Hall of Records.

2012 - History of the house exhibit removed from the Residence and moved to the bus waiting room as an Orientation Exhibit for the upper property.

2013 - Henry and Louisa Period Room opened on the second floor of the Residence, which had formerly housed the history of the house exhibition.

2014 - Water power returned to Millwright and Machine Shop with restoration of Hercules Type "A" Turbine Water Wheel and creation of terrace viewing area.

2015 - Du Pont Residence conservation completed, including new HVAC system, morning room wallpaper replacement, window repair, exterior painting, and stucco repair.



Active, hands-on opportunities await you at Hagley!

Phone Locations

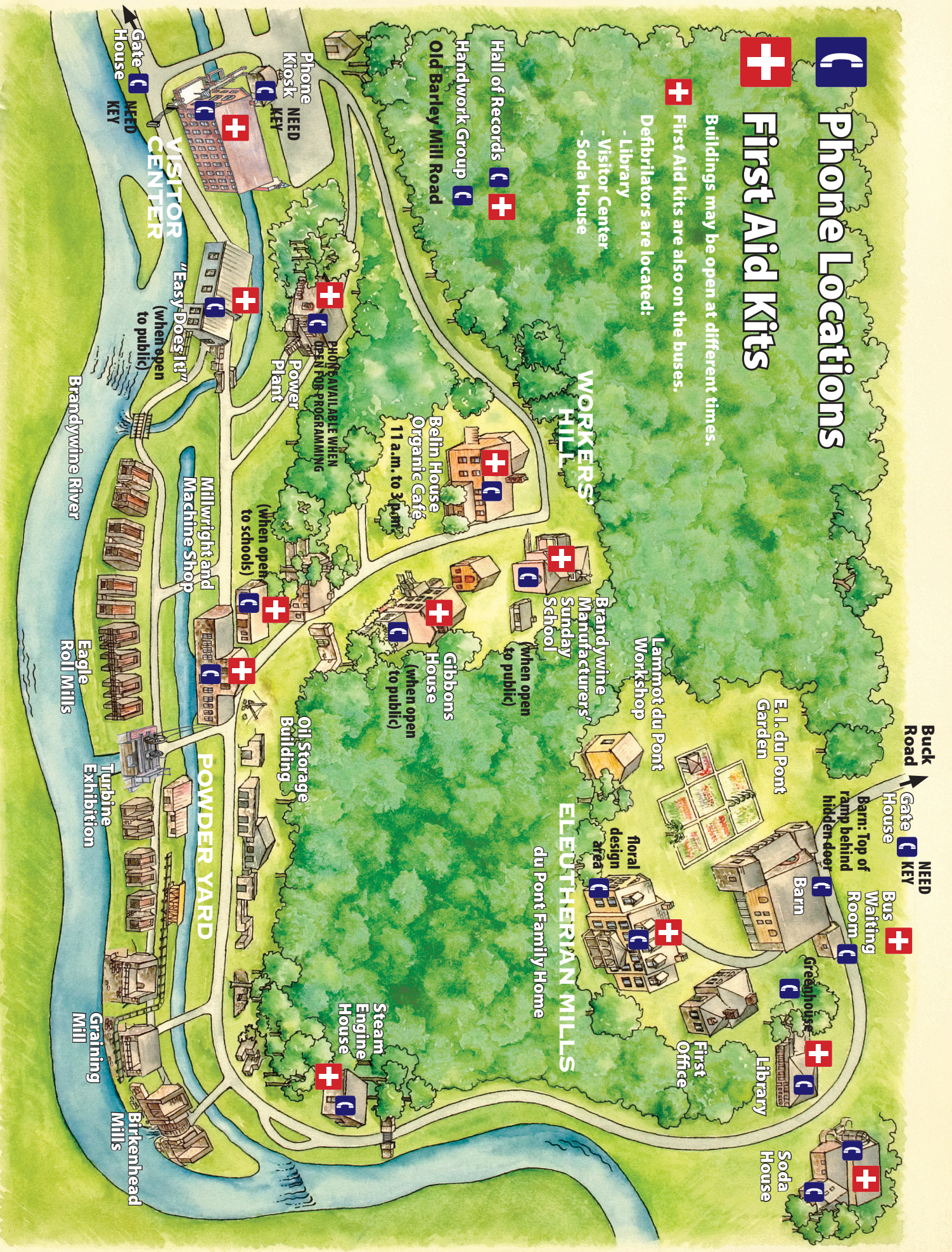
First Aid Kits

Buildings may be open at different times.

First Aid Kits are also on the buses.

Defibrillators are located:

- Library
- Visitor Center
- Soda House



Buck Road
Gate **NEED KEY**

House **NEED KEY**
Bus Waiting Room **+**
Barn: Top of ramp behind hidden door

E. I. du Pont Garden

Barn

Greenhouse

Library

Soda House

First Office

floral design area

ELEUTHERIAN MILLS
du Pont Family Home

Lammot du Pont Workshop

Brandywine Manufacturers' Sunday School
(When open to public)

Gibbons House
(When open to public)

Oil Storage Building

POWDER YARD

Turbine Exhibition

Graining Mill

Birkenhead Mills

WORKERS HILL

Belin House Organic Café
11 a.m. to 3 p.m.

PHOTO AVAILABLE WHEN OPEN FOR PROGRAMMING

"Easy Does It"
(When open to public)

Millwright and Machine Shop
(When open to schools)

Brandywine River

Eagle Roll Mills

VISITOR CENTER

Gate **NEED KEY**
House

Phone Kiosk **NEED KEY**

Hall of Records **+**
Handwork Group **+**
Old Barley Mill Road

VOLUNTEER AGREEMENT RELEASE AND WAIVER OF LIABILITY

I agree to participate in volunteer activities for Hagley Museum and Library and execute this Release and Waiver of Liability (the "Release") in favor of Hagley Museum and Library (a non-profit corporation) and its directors, administrators, officers, volunteers, employees, representatives, affiliated organizations and agents ("Hagley").

1. **Waiver and Release.** Volunteer does hereby release, forever discharge and hold harmless Hagley from any and all liability, claims, causes of actions and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's participation in Hagley activities.
2. **Medical Treatment.** In case of emergency, Hagley staff will make every effort to contact the individual(s) listed as the emergency contact. In the event that person cannot be reached, Volunteer does hereby release and forever discharge Hagley from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's participation in Hagley's Activities.
3. **Assumption of Risk.** Volunteer does hereby expressly and specifically assumes the risk of injury or harm and release Hagley from all liability for injury, illness, or death, or property damage resulting from Volunteer's participation in Hagley activities.
4. **Other.** The Volunteer expressly agrees that this Release is intended to be broad and inclusive as permitted by the laws of the State of Delaware and that this Release shall be governed by an interpreted in accordance with the laws of the State of Delaware. The Volunteer agrees that if any clause or provision of this Release is held to be invalid in any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining clauses or provisions of this Release, which shall continue to be enforceable.
5. If I take photos/videos and share them with Hagley, I understand that I will not receive compensation for time or supplies, but time should be recorded as volunteer time. I hereby grant to Hagley a perpetual, nonexclusive, worldwide license to use my photos/videos. I understand that Hagley will identify the photos/videos taken by the volunteer wherever reasonable and possible in marketing materials.
6. Hagley may want to contact you via texting. Would this be acceptable? Yes No

If Yes, please give your phone carrier (ie, Verizon, Sprint, etc.) _____

Emergency Contact Information

Name: _____

Daytime phone number: _____ Home phone number: _____

Cell phone number: _____ Work phone number: _____

Contact information of other person in case of an emergency.

Name: _____

Daytime phone number: _____ Home phone number: _____

Cell phone number: _____ Work phone number: _____

Signatures

I have received and read the Hagley Volunteer Handbook and I agree to follow its policies and procedures.

Volunteer Signature: _____

Volunteer Printed Name: _____

Date: _____

VOLUNTEER AGREEMENT RELEASE AND WAIVER OF LIABILITY FOR MINORS UNDER 18 YEARS OLD

I, (the "Parent/Guardian" named below), grant permission for ("Volunteer" named below) to participate in volunteer activities for Hagley Museum and Library and execute this Release and Waiver of Liability (the "Release") in favor of Hagley Museum and Library (a non-profit corporation) and its directors, administrators, officers, volunteers, employees, representatives, affiliated organizations and agents ("Hagley").

1. Parents are to drop off and pick up their minor child(ren) at the time scheduled. Parents must also make sure their minor child(ren) is/are safely with a Hagley staff member before driving away. I acknowledge that Hagley has an open door policy for teen volunteers and that **Hagley will not be responsible for my child leaving the property.**
2. **Waiver and Release.** Volunteer and Parent/Guardian do hereby release, forever discharge and hold harmless Hagley from any and all liability, claims, causes of actions and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's participation in Hagley activities.
3. **Medical Treatment.** In case of emergency, Hagley staff will make every effort to contact the individual(s) listed as the emergency contact. In the event that person cannot be reached, Volunteer and Parent/Guardian do hereby release and forever discharge Hagley from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's participation in Hagley's Activities.
4. **Assumption of Risk.** Volunteer and Parent/Guardian do hereby expressly and specifically assumes the risk of injury or harm and release Hagley from all liability for injury, illness, or death, or property damage resulting from Volunteer's participation in Hagley activities.
5. **Other.** The Volunteer and Parent/Guardian expressly agree that this Release is intended to be broad and inclusive as permitted by the laws of the State of Delaware and that this Release shall be governed by an interpreted in accordance with the laws of the State of Delaware. The Volunteer and Parent/Guardian agree that if any clause or provision of this Release is held to be invalid in any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining clauses or provisions of this Release, which shall continue to be enforceable.
6. If I take photos/videos and share them with Hagley, I understand that I will not receive compensation for time or supplies, but time should be recorded as volunteer time. I hereby grant to Hagley a perpetual, nonexclusive, worldwide license to use my photos/videos. I understand that Hagley will identify the photos/videos taken by the volunteer wherever reasonable and possible in marketing materials.
7. Hagley may want to contact your teen via texting. Would this be acceptable? Yes No
If Yes, please give your phone carrier (ie, Verizon, Sprint, etc.) _____

Emergency Contact Information of Parents/Guardians

Daytime phone number: _____ Home phone number: _____

Cell phone number: _____ Work phone number: _____

Contact information of other adult in case of an emergency.

Daytime phone number: _____ Home phone number: _____

Cell phone number: _____ Work phone number: _____

Signatures

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

My parent/guardian has reviewed this information with me. I have received and read the Hagley Volunteer Handbook and I agree to follow its policies and procedures.

Volunteer Signature: _____ Date: _____

Volunteer Printed Name: _____