

# Tennie Burton Museum

Docent Training  
June 2023

# Thank you for participating in the LHS docent training

## Some Helpful Tips

- Please try to enlist a friend or companion to be with you on your assigned Sunday
- Bring something to do in case you have no visitors
- You might want to read over the *Brief Guide to Rooms* and the Room Info Cards for general information
- Bring cell phone if you have one . If not, museum phone in Resource Room 585 624-1050.
- Historical Society contact numbers - Bulletin Board
- First Aid Kit – Over kitchen sink

# About The Museum

- Built in 1830's (see *Brief Guide to Rooms*)
- Remodeled in 1860's in Italianate style  
by Dr. Samuel Ellis
  - front rooms used for medical practice
  - family section at back-older style
- Owned by James Crouse 1890's
- Purchased by Belle Chapin (Tenny) in 1906
- Collections are among the oldest in any area museum  
because collecting began so early in Lima
  - Very early collections given by DAR -1950's

# Potential Source of Confusion



Museum Named for  
Tennie Burton

Lima's 1st historian who started  
a museum in Town Hall in 1956

*1904 Graduation GWS*



Donor of Museum  
Belle Chapin Tenny

Bequeathed this house to the  
Lima Historical Society in 1978

*1906 Graduation GWS*

# Opening Up

- Arrive 1:45 (key or door code will be provided and alarm turned off). If there is a question re access: Call Duane 585-752-2087 or Martha 585-329-7675
- Open front and back doors
- Hang OPEN FLAG on sign and US FLAG on front porch
- Please check planters for water
- Turn on interior lights
- Books and other items are for sale in Summer Kitchen
  - Some are marked by price
  - If not marked, set a reasonable donation/price

# Welcoming Visitors

- Greet visitors and ask them to sign in
- Pass out *Brief Guide to Rooms* pamphlet-on table
- Room information cards available on the table
  - Read over the basic information regarding a couple of main rooms
- You don't need to know everything about the museum
  - Just be welcoming and talk about whatever visitors remember or want to talk about
- Try to stay with the visitors as they tour- upstairs and downstairs ( ideally 1 up and 1 down)

# Featured Exhibit

Please direct visitors to whatever  
the featured exhibit  
is for the summer

Information available on the LHS  
website

[limahistorical.org](http://limahistorical.org)

# THE FAMOUS FINGERS !!!

-Visiting Children will often  
ask to see the “fingers”

-Look in the tall glass display case in the meeting room

-Two sets of amputated fingers preserved in  
formaldehyde - from old Lima pharmacy

-WHY ???



# If Someone Brings Things to Donate

- Please do not take the objects in
- Ask them to Contact Us on our website:

[limahistorical.org](http://limahistorical.org)

# If A Visitor is Seeking Information About Specific Lima Ancestor(s) or Specific Lima Houses

**GO TO** Labelled Filing Cabinets in Resource Room

- People Files - arranged alphabetically
- House Files - arranged by addresses

**IF MORE** Information Is Needed

- Refer them to our website: Contact Us  
[limahistorical.org](http://limahistorical.org)

# If a Visitor Asks A Question About Our Collections of Objects or Photos

## Consult our database

- by opening *Filemaker* on laptop
- open as GuestTBM (\*\*Read only access)
- Password: TennieGuest
- Use Quick Search to enter name of object /photo

# Closing Up

- Please stay until 4:00
- Return room information cards to table in meeting room
- Turn off all lights
- Bring in flags
- Leave any donations in an envelope on the table
- Lock front and back doors from the inside
  - Leave the key on the table in the kitchen
  - someone will set the alarm later

Any Questions Now ????

or contact us by email  
[limahistoricalociety@gmail.com](mailto:limahistoricalociety@gmail.com)

Many thanks for helping us  
keep the museum open to visitors  
this summer