Collections Management Policy
Wyoming State Museum

Approved by the Governor's Commission for
State Parks & Cultural Resources
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I. Introduction

A. Statement of Purpose

This document contains the Collections Management Policy for the Wyoming State Museum which maintains artifact collections owned by the state of Wyoming on behalf of the people of Wyoming. The Collections Management Policy delineates the types of artifacts collected; the conditions and methods by which materials will be accessioned and deaccessioned; the principles governing use of the collections and records; outgoing and incoming loan procedures; and an ethics policy. Artifacts donated to the state that are maintained by the Wyoming State Historic Sites are managed under individual historic sites’ collections management policies.

B. Background of Collections

The Wyoming State Museum was founded in 1871, maintained by statute in 1890, and reorganized in 1895. The collections are determined by Wyoming Statutes 9-3-962 (changed to 9-2-414) and 9-3-981 (changed to 9-2-404). These statutes were amended by 9-2-2001, which gave the authority held by the Archives, Museums and Historical Department to the Parks and Cultural Resources Division of the Department of Commerce. In 1995, the Department of Commerce was internally reorganized to separate the Cultural Resources Division from the Parks and Historic Sites Division, and the historical section of the state museum was transferred to the Wyoming State Archives. In 1999, the Department of Commerce was reorganized as the Wyoming Department of State Parks and Cultural Resources.

The above statutes relating to the state museum’s collections authorize the acquisition, through gift, bequest, donation, purchase, or otherwise, of archaeological, ethnological, historical, and natural history material, works of art, books, manuscripts, and other personal property of historic value. The Wyoming State Museum is also charged to preserve, repair and exhibit the material in an orderly and educational manner and to operate and maintain institutions for the housing and care of these materials.

II. Mission Statement

The mission of the Wyoming State Museum is to serve as an educational, historical, and cultural institution, whose goal is to collect, preserve, and interpret artifacts that reflect the human and natural history of Wyoming and the Rocky Mountain West.

A. The importance of the development and preservation of the collection is based on its potential to support the mission of the state museum. The collection provides a basic source for historical, ethnographic, and archaeological research; for writing and illustrating scholarly and popular books and articles; and for artistic
inspiration. It provides the tangible components for interpretive exhibits and programming. Thus, this policy regarding the state museum’s artifact collection bears directly on its ability to support both the academic world through research, and the public community through exhibits and education.

### III. Responsibilities

_in this document, “collections staff” refers to the Wyoming State Museum Supervisor of Collections, Wyoming State Museum Registrar, Wyoming State Museum Curators of Collections, and Wyoming State Museum Art Curator._

**A. Collections Management**

1. The day-to-day care of artifacts, adherence to professionally recognized collections management standards, and enforcement of this policy are the responsibility of the Wyoming State Museum’s collections staff.

2. Collections staff is responsible for ensuring proper care of artifacts maintained in the permanent collection, which includes overseeing and following proper storage, handling, and exhibition techniques.

3. The collections staff is responsible for seeking and handling donations or transfers, selecting purchases, and making recommendations to the Acquisition Committee concerning acceptance or refusal of additions to the permanent collection.

4. Collections staff should propose and update collecting plans to complement the collections management policy. Staff will regularly evaluate collections to determine range and quality. They will make a systematic effort to fill gaps or augment existing collections.

5. Collections staff will also use the collecting plan to guide recommendations for deaccessions in accordance with this policy.

6. Collections staff should develop and update a curatorial procedures manual to include information about artifact handling, environmental monitoring, integrated pest management, emergency procedures, etc.

7. The art curator is responsible for artifacts in the permanent art, capitol art, art prop, legislative artwork donation program collections; and the governors’ portrait project. The art curator will work with separate committees to manage the capitol art, legislative artwork donation program, and governors’ portrait program. See separate policy and MOU relating to these collections for more information.

8. The education curator is responsible for artifacts held in the teaching collection.
B. Records Management

1. Such records as are necessary to establish title, and physical and intellectual control, of collections maintained by the Wyoming State Museum will be created and overseen by the museum registrar. Accession and catalog records will be maintained in the registrar’s office and on a computerized database. Accession numbers will be assigned for the permanent and capitol art collections by the registrar.

   a. The art curator will create and maintain records and assign accession numbers for the art prop and legislative artwork collections.

   b. The education curator will create and maintain records and assign TC numbers for the teaching collection.

2. The registrar should regularly update a registrar’s manual to augment this policy with further specifics relating to collections management such as procedures for artifact numbering, cataloging, preparing forms, etc.

C. Committees

1. The Acquisition Committee will meet once each month to act upon accessions and deaccessions to and from the state museum’s collections. This committee will include at least five Wyoming State Museum staff members selected by the museum program manager.

2. The Governor’s Commission for State Parks and Cultural Resources is comprised of nine members, one each from the seven state legislative districts, and two members at large. Commissioners are appointed by the governor for five-year renewable terms to serve as a citizen advisory group for the department. The state museum registrar will prepare a quarterly report of state museum accessions and deaccessions for distribution at commission meetings.

3. The Museum Representatives of the Governor's Commission for State Parks and Cultural Resources are entrusted with the authority to finalize approval of all accessions, deaccessions, and collections-related policies. There are generally three members of the commission who are assigned to the museum. These members will review a list of proposed accessions and deaccessions prepared by the Wyoming State Museum registrar after each Acquisition Committee meeting. A majority vote of the museum representatives of the Governor's Commission for State Parks and Cultural Resources is needed to approve or refuse the accessions and deaccessions. Copies of the lists sent and e-mail responses from the commission
members will be kept on file by the registrar. Any items not approved will be crossed off the list and noted as not approved. A committee member will sign "deaccession forms," and any other necessary forms, if the proposed actions are approved by the majority of the committee.

D. Fiscal Accountability of Collections

1. The collections are held in trust for the people of the state of Wyoming in perpetuity. Based on the Fiscal Accounting Standards Board's (FASB) Statement #116, June, 1993, the collections will not be capitalized.

2. The registrar will work closely with the Risk Management Office of the Wyoming Department of Administration and Information to determine and ensure appropriate insurance coverage for all collections on exhibit, in storage, and on loan to/from the Wyoming State Museum.

IV. Scope of Collections

The Wyoming State Museum collects, preserves, and interprets a wide variety of artifacts. These collections are representative of life in Wyoming from prehistoric times to the present. The Wyoming State Museum currently maintains the following types of artifacts in the state's collections and will continue to collect:

A. Structures including (but not limited to) buildings (on a limited basis due to storage constraints,) building components, other structures, and site features.

B. Building Furnishings including (but not limited to) bedding, floor coverings, furniture, household accessories, lighting devices, plumbing fixtures, temperature control devices, and window or door coverings.

C. Personal Artifacts including (but not limited to) items of adornment, civilian and military clothing (underwear, outerwear, headwear, and footwear) accessories, personal gear, and toilet articles.

D. Tools and Equipment for Materials including (but not limited to) artifacts relating to agriculture, animal husbandry, fishing and trapping, food processing, food service, masonry/stone working, metalworking, mining, painting, textile working, and woodworking.
E. **Tools and Equipment for Science and Technology** including (but not limited to) artifacts relating to armament, biology, chemistry, construction, electricity, energy production, geology, maintenance, mechanics, medicine and psychology, merchandising, meteorology, surveying/navigation, timekeeping, and weights/measures.

F. **Tools and Equipment for Communication** including (but not limited to) data processing, drafting, music, photography, printing, sound communication, telecommunication, visual communication, and written communication.

G. **Distribution and Transportation Artifacts** including (but not limited to) aerospace/land/rail/water transportation equipment and accessories, and containers.

H. **Communication Artifacts** including (but not limited to) advertising, art, ceremonial and documentary artifacts, exchange mediums, and personal symbols.

I. **Recreational Artifacts** including (but not limited to) games, public entertainment and recreational devices, sports equipment, and toys.

J. **Art** including original art depicting Wyoming's people and places and the West in general, and artworks created by artists who have worked in Wyoming; and decorative artworks produced in commercial quantities and used primarily for household decoration.

K. **Natural History** including (but not limited to) biology, botany, geology and paleontology. These artifacts will be collected mainly to fulfill exhibition needs and not to achieve a comprehensive natural history collection.

L. **Archaeology** including (but not limited to) excavated or surface found historic and prehistoric materials. Artifacts collected in the past are maintained at the Wyoming State Museum, however, active collecting of archaeological materials is now the responsibility of the Office of the Wyoming State Archaeologist. If archaeological artifacts do not fit the Office of the Wyoming State Archaeologist’s scope of collecting, they may be considered for addition to the Wyoming State Museum’s collections.

M. **Ethnology** including (but not limited to) all types of artifacts representing Native American groups of the Northern Plains region. Artifacts representing Native American tribes from other regions that were collected in the past will be maintained, but are no longer actively collected.
V. Categories of Collections

A. Permanent Collection

Artifacts in this collection relate to Wyoming's prehistory, natural history, and history through a documented provenance or are representative of the types of artifacts commonly used in Wyoming. These artifacts are preserved to the best of the museum's abilities and are used primarily for research and exhibition purposes. They are accessioned into the museum's artifact collection and must be deaccessioned in order to be removed from the collection. The state museum registrar assigns accession numbers for these artifacts and completes and maintains donor forms and other associated paperwork in acid-free accession files. (See Registrar’s Manual for additional information.)

1. The Wyoming State Museum also maintains files relating to specific works of public outdoor art. These pieces have primarily been placed in the museum’s permanent collection through the Art in Public Buildings and One Percent for Art programs. Records relating to other outdoor sculptures located on the Wyoming State Capitol and Barrett State Office Building grounds may also be maintained by the state museum. The state museum has no budget for the conservation of these artworks and their maintenance is the responsibility of the agency overseeing the property on which the artwork is located.

B. Teaching Collection

Objects in this collection are acquired for hands-on teaching use, exhibitions, or other interpretive activities. These objects are commonly available, are duplicates of those already in the permanent collection, have a weak provenance, are modern reproductions, or for some other reason are deemed inappropriate for addition to the permanent collection.

1. These objects are considered expendable due to usage, thus they are not accessioned into the state's permanent artifact collection. When they are no longer of use, these objects do not need to be deaccessioned.

2. If objects are donated for use in the teaching collection rather than purchased, the education curator is responsible for completing and maintaining donor forms.
3. The education curator is responsible for labeling teaching collection objects with "TC" for teaching collection and a consecutive number to avoid confusing them with permanent collection items. The education curator will maintain a current record of teaching collection objects. This record might include the object name, the teaching collection number, when and how acquired, cost, current location, and when retired.

4. The education curator is responsible for obtaining a state property number for individual objects valued over $500. These objects will be insured by the state on a depreciating scale. At the education curator’s request to the registrar, teaching collection objects may be insured on the state’s fine arts policy.

5. Artifacts accessioned into the Wyoming State Museum's prop or living history collections prior to creation of the teaching collection may be maintained with their old numbers, or given teaching collection numbers. When these objects are no longer of use, they do not need to be deaccessioned.

C. Art Props

Objects in this collection are acquired primarily for decoration of state buildings and offices. These are reproduction artworks or artworks deemed unsuitable for addition to the permanent collection.

1. These objects are considered expendable due to usage, thus they are not accessioned into the state's permanent artifact collection. When they are no longer of use, these objects do not need to be deaccessioned.

2. The curator of art assigns art prop (APRO) numbers for these artifacts and completes and maintains donor forms, loan forms, and other necessary paperwork. The curator of art is also responsible for numbering and cataloging these objects.

D. Capitol Art Collection

Due to the continuing need for appropriate artworks for exhibit in the office spaces of elected officials and the governor’s residence, the Capitol Art Collection was established in 2000. This collection was created to alleviate the use of art from the permanent collection of the Wyoming State Museum, so that it can be preserved for future generations. See separate policy for details about this collection.
1. The registrar assigns numbers for these artifacts and completes and maintains donor forms, loan forms, and other necessary paperwork. The curator of art is responsible for numbering and cataloging these artifacts; and for taking and posting images of the collection to the Capitol Art Collection website for participating agencies to utilize. The curator of art also serves as the main contact for the program and coordinates the loans of this collection to participating agencies.

E. Legislative Artwork Donation Program

The Wyoming Legislative Artwork Donation Program was created by the Wyoming Legislature in 2006 to develop a collection for display in the legislative areas of the Wyoming State Capitol. See Memorandum of Understanding between the Wyoming State Museum and the Legislative Services Office for details about this collection.

1. The curator of art completes and maintains donor forms, loan forms, and other necessary paperwork for this collection. He/she is also responsible for numbering these artifacts and maintaining the necessary files.

VI. Acquisition

Artifacts can be acquired for the state's artifact collections through donation, bequest, transfer, field collection, or purchase.

A. General Criteria for Evaluation

To be accepted into the Wyoming State Museum's permanent collection an artifact should be:

1. Related directly to the natural, social, cultural, political, or economic history or prehistory of the peoples of Wyoming or the Rocky Mountain West; or representative of the types of material culture common to Wyoming.

2. In good physical condition, unless it is judged to have such outstanding historical value as to outweigh its condition.

3. Of a size that proper storage and preservation can be provided by the state museum.

4. Significantly different in history, design, or condition from similar artifacts already in the collection.
5. Of value in relating the history of Wyoming and its people to current and future generations.

6. Offered by a donor or vendor who has clear title (including copyright where applicable) with no restrictions on research, exhibit, loans, or conservation.

7. Verified (when in question) that it was not obtained in violation of any state, federal, or international laws (see Laws and Ethics).

8. Determined not to be a health or safety risk to staff, the public, or the collection.

B. Procedures for Acquisition

1. All proposed acquisitions will be recorded on a temporary receipt form by appropriate staff; entered on the temporary receipt log and into the database; and given to the supervisor of collections.

2. Wyoming State Museum collections staff or the education curator will determine the appropriateness of proposed acquisitions to the collections of the museum based on the above criteria.

3. The supervisor of collections or designee will compile a list of all proposed acquisitions each month prior to the Acquisition Committee meeting. This list will be sent to Acquisition Committee members prior to the meeting for their review.

4. Proposed acquisitions will be presented by appropriate staff to the Acquisition Committee with reasons for acceptance or refusal. If this committee recommends acceptance to the permanent collection, a list of proposed acquisitions will be sent by the registrar to the museum representatives of the Governor's Commission for State Parks and Cultural Resources for their review and approval/disapproval.

5. If the acquisition is approved by the museum representatives of the Governor’s Commission for State Parks and Cultural Resources, the state museum registrar will complete the appropriate paperwork and ensure signature by the appropriate authorities. (For further information see the Registrar's Manual.)
6. A quarterly report of new acquisitions will be prepared by the state museum registrar for the Governor's Commission for State Parks and Cultural Resources.

7. If the acquisition is refused, it will be returned to the donor or other source, or disposed of in a manner agreed to by the source. Collections staff will refer donors to other museums (especially those within the Wyoming Department of State Parks and Cultural Resources,) if it is believed the donation would be more appropriate to those locations.

8. Artifacts declined by the Acquisition Committee that are not retrieved within 90 days of notification to the donor may be offered to other organizations or disposed of at the discretion of the museum manager.

C. Laws and Ethics of Acquisition

1. All acquisitions must be evaluated to ensure compatibility with the scope of collections and to prevent possible violations of legal and ethical standards of ownership, possession, or authenticity.

   a. The Wyoming State Museum will not accept an artifact unless satisfied that valid title can be obtained.

   b. The Wyoming State Museum will not acquire ethnographic or archaeological specimens which were collected in violation of Public Law 101-601, Native American Graves Protection and Repatriation Act (NAGPRA); or which are believed to have been unethically removed from their society or place of origin.

   c. The Wyoming State Museum will not acquire archaeological artifacts which were collected in violation of Public Law 96-95 as amended, Archaeological Resources Protection Act of 1979, which governs the removal of archaeological objects from any public, Indian, tribal, or state-owned land.

   d. The Wyoming State Museum will not acquire specimens (birds, bird parts including feathers, nests, or eggs) which are believed to have been collected in violation of the Migratory Bird Treaty Act of 1918 as amended (16 USC 703-712). This act protects all wild, native migratory birds not legally hunted by state law. Proof of pre-act ownership and associated documentation is required for museum donations.
e. The Wyoming State Museum will not acquire artifacts or specimens that may have been collected in violation of the Eagle Protection Act of 1940 (16 USC 668) amended in 1962 to include golden eagles. Proof of pre-act ownership and associated documentation is required for museum donations.

f. The Wyoming State Museum will not acquire artifacts or specimens which were collected in violation of the Endangered Species Act of 1973 (16 USC 1531-1544) as amended. Proof of pre-act ownership and associated documentation is required for museum donations.

g. The Wyoming State Museum supports the principles of the United Nations Educational, Scientific, and Cultural Organization's (UNESCO) "Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970." The appropriate museum staff will attempt to verify that artifacts considered for acquisition were not acquired in or exported from their country of origin in violation of that country's laws and that they have been acquired in full compliance with the laws and regulations of the Federal Government of the United States and of individual states within the United States.

h. Artifacts received through a bequest should be considered in the same manner as unsolicited offers for donation. If the Acquisition Committee and the Museum Representatives of the Governor's Commission for State Parks and Cultural Resources decide to decline a bequest, the artifact(s) should be returned to the executor of the estate. Recommendations may be made to the executor for more appropriate museums or cultural institutions that may consider the artifact(s) for acquisition to their collection.

i. The Wyoming State Museum may gain clear title to abandoned property in its custody following procedures outlined in Wyoming State Statute 34-23-101 to 108, "Museums - Loaned Property."
D. Conditions of Acceptance

1. Donations are considered unconditional gifts to the State of Wyoming.

2. Indefinite loans are not accepted. (See section XI - Incoming Loans in this policy for further information.)

3. The state museum has an obligation to donors to clearly indicate if a gift is intended for the permanent, teaching, art prop, capitol art, or legislative artwork donation program collection. In addition to a verbal or written explanation, use of the donation must be indicated on the donor form.

E. Evaluation of Accessions

1. Wyoming State Museum staff cannot furnish appraisals of an artifact’s monetary value but can assist donors in obtaining appraisals of their donations by permitting an appraiser access to the donated artifact(s).

2. Staff may assist the general public with identification of artifacts and suggest additional research sources, but will not authenticate artifacts not owned by the state.

3. Staff members may, to the best of their abilities, identify and authenticate state owned artifacts for museum-related purposes or to assist other governmental agencies.

VII. Use of the Collections

A. Artifact Research Requests (to be conducted by staff)

1. Public requests for artifact research to be conducted by collections staff will require a minimum of 30 days for completion. Requests for extensive research may be refused if an inordinate amount of time would be required. In such cases, the researcher may be invited to complete their own research at the state museum.

B. Artifact Research Requests (to be conducted by researcher)

1. The state museum will make collections available for examination and study by the public provided they abide by established rules and procedures.
2. All prospective researchers must complete a "Collections Access Request Form" and permission for research will be granted or denied by the supervisor of collections or designee based on the information it contains. This form will be filed in the artifact accession file for which access is requested.

3. A minimum of 30 days notice prior to a researcher's visit is required. However, good faith attempts to accommodate research requests should be made, if time allows.

4. Artifact research by non-museum staff should be completed in a collections work area or office under the supervision of a collections staff member. Only under special circumstances should research be conducted in collections storage and a collections staff member must be present at all times.

5. Researchers may handle artifacts only if they are wearing cotton or nitrile gloves. Notes are to be taken only with pencil.

6. The appropriate staff member may provide copies of non-restricted accession file information to a researcher.

C. Artifact Photographs

1. Permission may be granted for use of photographs of artifacts for publication in any media format. It is preferable that the museum provide researchers with these photographs. However, researchers may be granted permission to photograph the artifacts themselves. In either case, the researcher must complete a Permission to Publish Contract before permission for use of photographs is granted by the supervisor of collections or designee. A fee may be assessed for the production or use of photographs. (See current fee schedule.)

2. The use of artifact images on products or for commercial ventures other than publications or educational video productions will be limited to department projects. Any financial proceeds will be used for collections care.

D. Artifact Replicas

Replication of artifacts will be limited to department projects. Any financial proceeds will be used for collections care.
E. Artifact Loans

The Wyoming State Museum will make its collections available to appropriate institutions for temporary exhibitions or research under established loan procedures. (See section X - Outgoing Loans)

F. Native American Graves Protection and Repatriation Act (NAPGRA)

Human remains, associated funerary objects, sacred objects, and items of cultural patrimony within the collections will be treated with the utmost respect and dignity, with limited scholarly access in compliance with the Native American Graves Protection and Repatriation Act of 1990.

VIII. Deaccessioning

A. General Statements

1. The Wyoming State Museum cares for its collections for the benefit of the public, particularly for the people of Wyoming.

2. Collections shall not be deaccessioned or disposed of in order to provide financial support for institutional operations, facilities maintenance, or any other financial reason.

3. The Wyoming State Museum will interpret deaccessioning conservatively and the process shall be cautious and ethical.

B. General Criteria for Deaccessioning

An artifact for which the state retains clear title can be considered for deaccession if it meets one or more of the following criteria:

1. It does not pertain to the mission, acquisition criteria, or scope of collections for the Wyoming State Museum.

2. It lacks physical integrity, identity, provenance, or authenticity.

3. The artifact has deteriorated to the degree that it cannot be used for exhibit, education, or research purposes.

4. The conservation care necessary to maintain the historic value of the artifact exceeds the ability of the Wyoming State Museum.
5. The artifact can no longer be properly stored.

6. The artifact poses a threat to the safety of the public, staff, or other collections (examples: nitrate film, ammunition, chemicals, medicines, radioactive materials, etc.).

7. The artifact duplicates or is very similar to other materials in the collection and does not have a significant provenance.

8. The artifact(s) is Native American human remains, is considered a cultural patrimony or associated funerary object, and is requested by an authorized Native American group in compliance with NAGPRA.

9. The artifact is requested by the donor or his/her legally designated heirs, and for which it has been determined that the state does not hold clear title and ownership.

10. The artifact is documented to have been stolen from the Wyoming State Museum and remains unlocated for more than ten years.

11. It is determined that the artifact was not collected in compliance with federal or state laws/regulations relating to archaeological protection, migratory birds, endangered species, NAPGRA, etc. and the appropriate agency requests the return/relocation of the artifact.

C. The Wyoming Department of State Parks and Cultural Resources may consider requests for deaccessioning that fall outside the scope of the General Criteria for Deaccessioning. Such requests must prove that the request for deaccession is of greater benefit to the people of Wyoming than if the state maintains title for the artifact. Any such request must be presented in writing to the Office of the Director, Department of State Parks and Cultural Resources and to the Governor’s Commission for State Parks and Cultural Resources for a public hearing and consideration. Final determination of such deaccessions rests with the department director. If determination is for the request, the department director will document the deaccession to the museum program manager in writing, and will be the signatory on the deaccession form.

D. Procedures for Deaccessioning

1. Any artifact proposed for deaccession must be thoroughly researched prior to a recommendation for deaccession. It is the responsibility of the collections staff to fully research any associated records, similar artifacts in the collection, and other appropriate resources before making a
recommendation for deaccession.

2. Before any artifact is recommended for deaccession or is deaccessioned, reasonable efforts must be made by the museum registrar to verify that the museum may legally do so.
   
a. When conditions or restrictions relating to the use or disposition of the artifact(s) in question are found to apply, the museum shall follow them. Deviation from the terms must be authorized by the office of the Attorney General or received in writing from the donor, his/her legally recognized heirs, or legal representative.
   
b. Consideration must be given to the possibility that the donor received a tax deduction as a result of the donation and the Internal Revenue Service may have associated requirements. (Check current "Charitable Contributions" information from the I.R.S. for requirements.)
   
c. The opinion of the Wyoming State Attorney General will be sought if there is question concerning ownership, or need for clarification or interpretation of conditions or restrictions.

3. A "Deaccession Form" must be completed for each artifact or accession of artifacts proposed for deaccession from the permanent collection. The deaccession must be approved by the Acquisition Committee and a majority of the Museum Representatives of the Governor's Commission for State Parks and Cultural Resources.
   
a. Commission members and/or staff must recuse themselves from voting on the proposed deaccession of artifacts which they have donated or for which there could be a real or perceived conflict of interest.

4. Objects removed from the teaching, art prop, and prop/living history collections do not need to be officially deaccessioned.

5. All reasonable efforts should be made to find another museum or other cultural institution that will accept the deaccessioned artifacts.
E. Procedures for Disposition and Disposal

1. Collections staff will recommend disposition of each item to be deaccessioned. The recommendation will consider the interests of the public, the donor’s intent in the broadest sense, the interests of the academic community, and the agency's well being.

2. The Acquisition Committee shall accept or reject the recommendation. The museum registrar shall forward the “Deaccession Form” to the supervisor of collections, museum manager, cultural resources division administrator, and the Museum Representatives of the Governor’s Commission for State Parks and Cultural Resources for final approval and signature.

3. Methods for disposition of deaccessioned collections or abandoned loans include, but are not limited to, the following:

   a. transfer to another collection within the Wyoming Department of State Parks and Cultural Resources

   b. transfer to another non-profit educational institution or cultural organization

   c. transfer to the teaching/art prop collections, or the research library

   d. transfer to Wyoming State Surplus

   e. give to a non-profit aid organization (such as Goodwill Industries, Meals on Wheels, etc.)

   f. destruction or disposal

4. Artifacts shall not be given or otherwise transferred, publicly or privately, to any state of Wyoming employee, parks & cultural resources commission member, or their immediate families or representatives.

5. The state museum registrar will file permanent records of all items deaccessioned. Copies of records will also be supplied to the transferee when appropriate. (See the Registrar's Manual for further information.)

6. Museum accession numbers must be removed or invalidated on each deaccessioned artifact.
IX. Artifact Loans Between the Wyoming State Museum and the Wyoming State Parks and Historic Sites

A. Artifact loans between the Wyoming State Museum and the Wyoming State Historic Sites or Wyoming State Parks with exhibit facilities, may be made for longer periods of time than a regular loan, as all maintain collections owned by the State of Wyoming. If, however, artifacts originally donated to the state museum are loaned to other museums/parks within the department, renewals will be made at the discretion of the supervisor of collections or designee based on the best long-term conservation interest of the artifacts.

1. Loans can be made for one year periods, but renewals will be reviewed and approved or denied by the supervisor of collections or designee each year. A maximum of ten years for these types of loans is considered good practice, but this will depend on the nature of the artifacts.

2. The state museum registrar will prepare outgoing loan paperwork for these loans.

3. The loan form must be reviewed and signed by the Wyoming State Attorney General’s Office representative.

B. A Standard Facilities Report will not be required from these institutions by the Wyoming State Museum. However, the borrowing entity may be asked to provide information about light levels, temperature and humidity levels, security, etc. for the areas in which the artifacts will be stored or exhibited.

C. Condition assessments may be requested of Wyoming State Parks’ staff at any time by the supervisor of collections or designee to help determine artifact condition for loan renewals.

D. The Wyoming State Museum may also borrow artifacts from the Wyoming State Parks and Historic Sites under similar guidelines.

X. Outgoing Loans

A. Artifacts and art may be loaned according to the following guidelines:

1. Artifacts in the permanent collection may be loaned only to museums, libraries, and public areas of the governor’s residence and the Wyoming State Capitol building (not including personal offices or their reception spaces.) Under no circumstances will loans of the permanent collection be made to private individuals or private for-profit organizations.
2. **Art in the permanent collection may be loaned only to museums, libraries, public areas of the governor’s residence and the Wyoming State Capitol building (not including personal offices or their reception spaces), the governor’s personal office, conference room, and reception area. Under no circumstances will loans of the permanent collection be made to private individuals or private for-profit organizations.**

   a. During the legislative session, art from the permanent collection may also be loaned for exhibit in the legislative chambers and ante-chambers, and legislative leadership offices.

   b. For preservation reasons, art from the permanent collection which is loaned to entities other than museums, should be limited to oil and acrylic paintings, prints, and stable three-dimensional artworks.

   c. Artworks acquired or donated with the intent of permanent display in the Wyoming State Capitol will be used as intended.

3. **Objects in the teaching collection may be loaned only to museums, educational, or cultural institutions.**

4. **Artifacts in the art prop collection may be loaned to the same types of institutions and officials as the permanent and teaching collections, and may be used for display in state offices and buildings.**

5. **See separate policy and memorandum of understanding for guidelines on loans from the capitol art collection and the legislative artwork donation program.**

B. **All loan requests for the permanent collection will be reviewed by the supervisor of collections or designee on a case by case basis, and will be approved or denied by the supervisor of collections or designee and the museum program manager.**

C. **The Wyoming State Museum will not loan artifacts on a long-term basis to institutions other than the Wyoming State Parks or Historic Sites, Governor’s Residence, and public areas of the Wyoming State Capitol.**

D. **All outgoing loan paperwork must be reviewed and signed by the Wyoming State Attorney General’s Office representative before the artifact(s) may be loaned.**
E. Loan requests should be received in writing at least two months prior to the start of the loan period. However, good faith attempts should be made to respond to all loan requests, if time allows. The request should clearly state the artifact(s) requested, the intended purpose, and proposed length of the loan.

F. Loans from the Permanent Collection will be approved only if the following conditions are met:

1. Loan of the artifact will not diminish the interpretation potential (via exhibits or educational programming) of the Wyoming State Museum.

2. A standard American Association of Museum's Facilities Report has been completed by the borrowing institution and has been approved by the supervisor of collections or designee based on the borrowing institution's ability to meet professional requirements for light levels, security, and environmental conditions. These requirements will include protection of the artifacts from fire, exposure to damaging light levels, extremes or unacceptable fluctuations of temperature and relative humidity, pests, dirt, theft, and handling by unauthorized persons.

   a. This form is not required for loans to the state parks and historic sites, the state capitol or the governor’s residence.

3. The artifact is in stable condition and will not be damaged by a move or change of environment. For these reasons permanent collection artworks on paper, including watercolors, pen & ink, pencil, pastel or charcoal drawings should not be loaned for office decoration.

4. The borrowing institution has provided the state museum registrar with acceptable proof of insurance coverage for any artifact to be borrowed that has an individual or total value equal to or more than $1,000. The insurance will include the time the artifact is in transit. The state museum will be responsible for establishing the correct insurance valuations should a claim be filed.

5. Collections staff must verify that the artifact has a proper accession number, has a current catalog card and condition report, and has been photographed prior to the loan.
6. All loans from the permanent collection will be for a specified period of time, not to exceed one year. The supervisor of collections or designee will review loan renewal requests and will have the authority to renew loans for subsequent time periods.

   a. In general loans should not exceed a total of three years (except those to the Wyoming State Parks and Historic Sites).

   b. Some artworks maintained in the permanent art collection were acquired or donated with the intent of permanent display in the Wyoming State Capitol building. There is no time limit on the renewal of these loans.

7. The state museum reserves the right to recall a loan at any time for any reason.

8. All loans must be credited to the Wyoming State Museum by the borrowing institution.

9. No cleaning, alterations, or conservation may be performed on an artifact by the borrowing institution without the prior agreement and written consent of the supervisor of collections or designee.

10. No photographs or reproductions can be made of an artifact by the borrowing institution without prior written approval of the supervisor of collections or designee.

G. The registrar will complete all necessary outgoing loan paperwork for artifacts and art from the permanent and capitol art collections.

   1. The supervisor of collections will approve artifact loans.

   2. The curator of art will approve permanent art and capitol art loans.

H. The curator of art will complete and approve all necessary paperwork for the legislative artwork donation program and art prop collections.

I. The education curator will complete all necessary outgoing loan paperwork for the teaching collection.
J. Loan forms will be signed by someone from the borrowing institution with the recognized legal authority to do so. This would include a director, registrar, collections curator, or board member from a borrowing museum, or an appropriate government official.

K. The expenses of packing and transporting loaned artifacts shall be borne by the borrower, unless other arrangements are made and approved by the museum program manager.

L. The borrower must provide adequate security against breakage, damage, or loss for loaned objects. Any loss or damage, whether caused in transit or on the borrower's premises, shall be reported to the Wyoming State Museum registrar immediately. No action shall be taken by the borrower without the museum's permission.

M. Additional conditions and requirements for proper artifact handling, exhibit techniques, etc. may be imposed in writing by the state museum to further preserve and protect artifacts while on loan.

N. A Condition Assessment Form will be prepared, and photographs taken of each permanent collection artifact, by the appropriate staff and sent with each loan. It is the responsibility of the borrowing institution to verify the condition of the artifacts upon arrival and then re-check the condition prior to return to the state museum. These forms will be returned to the state museum along with the artifacts. Any significant change in condition will be addressed with the borrower by the collections supervisor or designee, and appropriate steps will be taken for an insurance claim or other solution approved by the museum program manager.

O. When loaned artifacts are returned to the museum, it shall be the responsibility of the registrar, or art curator in the case of artworks, to examine them for any changes in physical condition. The supervisor of collections shall be immediately notified of any such changes to allow for appropriate action by the museum and the borrower.

XI. Incoming Loans

A. It may at times be necessary for the Wyoming State Museum to borrow artifacts from other institutions or individuals for use in exhibits, educational programming, or for research purposes.

B. Staff will update the AAM General Facilities Report for the Wyoming State Museum and provide it to lenders as necessary.
C. The state museum registrar will complete all necessary incoming loan paperwork. (See the Registrar's Manual for further information.)

D. All incoming loan paperwork must be reviewed and signed by the Wyoming State Attorney General’s Office representative before the artifacts may be borrowed.

E. All artifacts accepted for loan will be insured by the State of Wyoming only if the lender establishes insurance values, and the artifacts are not constructed of a material deemed to be inherently fragile.

F. If loans are placed on exhibit, credit may be given to the lending institution or individual on the exhibit label depending on the lender's preference.

G. A Condition Assessment Form will be completed, and a documentary photograph will be taken of each artifact in an incoming loan by the registrar, or art curator in the case of art, when it arrives. The registrar, or art curator in the case of art, will review the Condition Assessment Forms again at the end of the loan period.

H. Incoming loan periods are determined by the object use, object type, and best practices for object care.

XII. Ethics

Staff of the Wyoming State Museum will comply with “A Code of Ethics for Curators” approved by the American Association of Museums Curators Committee in 2009; the American Association of Museum’s current Code of Ethics; the State of Wyoming Executive Branch Code of Ethics (1997-4); and Wyoming State Museum Code of Ethics.

In addition:

A. Museum staff shall not compete with the museum in any personal collecting activity. The museum program manager should obtain statements of personal collecting interests from all staff members when hired.

1. Staff members will not use their job affiliation to promote anyone's personal collecting activities.

2. Staff must inform the appropriate supervisor about additions to their personal collections if there is any potential for a conflict of interest.

3. The museum must have the right to acquire any object that would benefit its collecting mission, which was purchased or collected by any staff member, at the price paid. If the museum declines to make the purchase,
the staff member is allowed to keep the object purchased.

4. Objects obtained prior to the staff member's employment with the state, or objects that are received personally by bequest or as a genuine personal gift, are exempt from the museum's right to acquire.

5. Staff and others with close relationships to them will not be allowed to acquire objects deaccessioned or retired from the state's collections. Nor will they be allowed to trade objects from their personal collections for objects in the museum's collection.

6. Storage of personal collections in the Wyoming State Museum is prohibited unless they are loaned for exhibit or research.

B. Staff shall not buy and sell objects similar to the types of artifacts collected by the state museum for personal profit, nor will they be employed by an antiques or other dealer.

C. Staff shall not accept gifts from donors for personal use. Gifts should only be accepted on behalf of the state. Small, very low value, non-historic gifts of thanks may be accepted by staff at their own discretion, especially when not doing so might offend a different cultural tradition.