

REGISTRAR'S MANUAL
for
WYOMING STATE MUSEUM & STATE PARKS & HISTORIC SITES
Cheyenne, Wyoming 82002

by
Dominique L. Schultes

REGISTRAR
1991

revised 2003

Contents

Preface.....	3
Historic Sites and Related Paperwork.....	4
Flowchart of Registration Process.....	5
Temporary Receipt.....	6-7
Donor Form and Acknowledgment of Gift.....	7-8
Purchases	8
Field Collections.....	8
Transfers.....	8
Accession Files.....	9
Accessions.....	9
Capitol Art Accessions.....	10
Art Props Accessions	10
Determining Provenance.....	10
Accession/Catalog Numbers.....	11-12
Artifact Numbering Guidelines.....	12-13
Donor Card File.....	14
Catalog Cards	14-16
Past Perfect Procedures.....	16-18
Condition Reports.....	18
Inventory Procedure.....	18
Unnumbered Objects Found in the Collection.....	19
Deaccessioning.....	19
Incoming Loans.....	19-20
Outgoing Loans.....	20
Loan Process Flowchart.....	21
Relocations.....	22
Insurance.....	22-23
Photographic Documentation.....	23-25
Collections Research.....	25-26
Procedures for Photographic Requests.....	26-27
Procedures for Storage Access.....	27
Appendix Content.....	28
Appendices.....	29

Preface

The purpose of this manual is to establish policies and procedures whereby the collections of the State of Wyoming may have a good registration system; that every object in the museum collection will be registered properly and have a proper and consistent number; and that all information on each object will be preserved and maintained in a manner that conforms to the highest standards of the museum profession.

The museum registration system is the memory of the museum. Long after curators and registrars have come and gone, the records of the museum will speak. In keeping the historical story straight, they are as important as the object itself. A museum that fails to keep good records is failing in its primary function -- some would say its only function. With good records, more than the object is preserved. With poor records, something more valuable than the object itself may be destroyed (Reibel, Daniel B. *Registration Methods for the Small Museum*, pp 15-16).

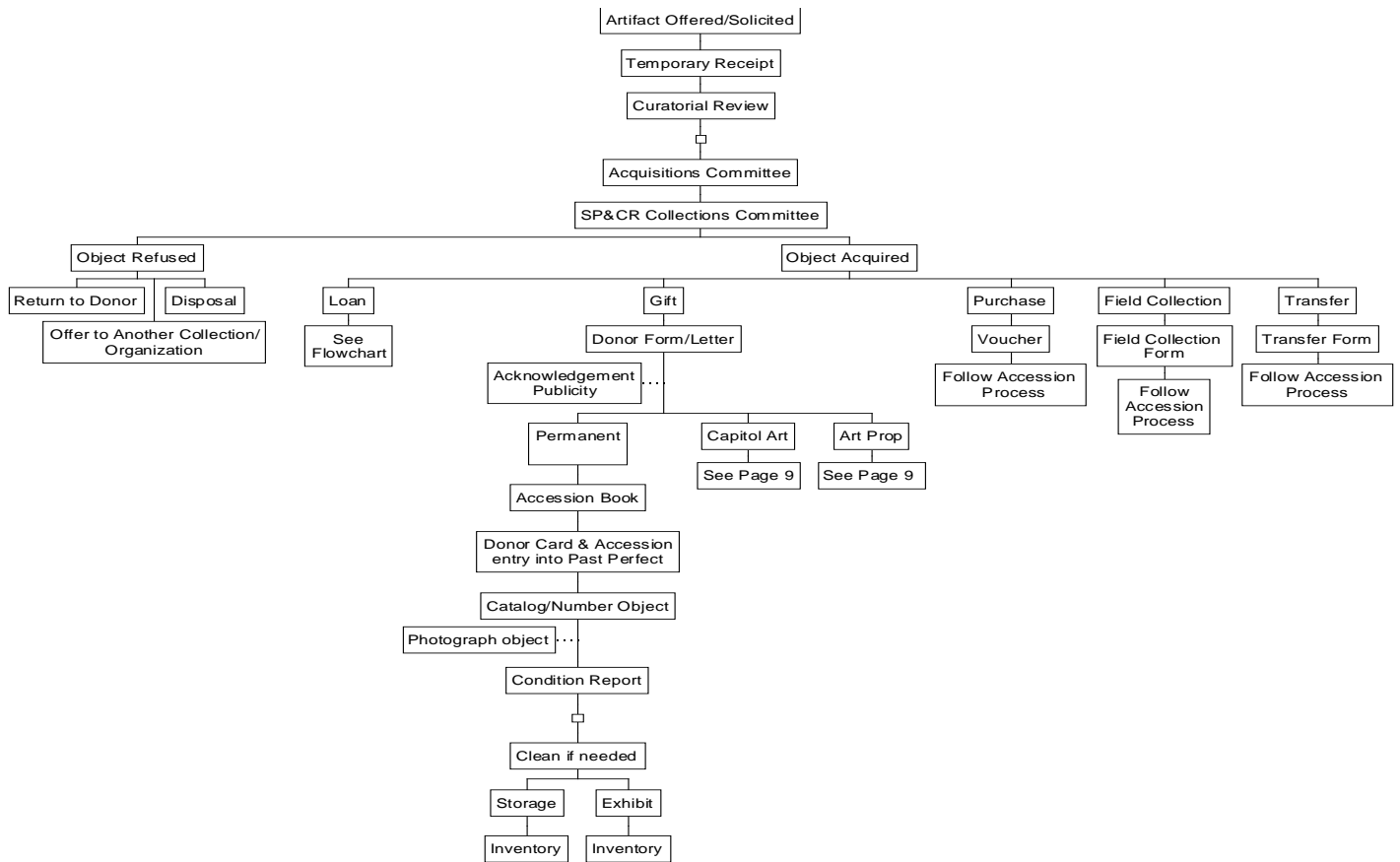
Historic Sites Related Paperwork

There are seven State Historic Sites, one State Archaeological Site, and one State Park presently associated with the Wyoming State Museums System. The sites are classified as permanent or seasonal. The permanent sites include: the Historic Governors' Mansion, Fort Bridger, Fort Phil Kearny, Pioneer Museum, South Pass City and Trail End. Seasonal sites include: Fort Fetterman, Guernsey State Park Museum and Medicine Lodge Archaeological Site.

Permanent sites have year round staff and maintain facilities for exhibit and storage. Seasonal sites are open and staffed during summer and closed at the end of the season, so that the majority of the artifacts are removed and stored.

The permanent/seasonal status of a site affects the amount of involvement of the registrar. For all sites the state museum registrar is responsible for completing donor forms, insurance paperwork, loan forms and for entering donor and accession information into the collections database. At permanent sites, site staff is responsible for completing temporary receipts, cataloging, numbering, condition reporting, insurance valuations, and completing data entry into the collections database for the acquired objects. The registrar reviews the data entered to ensure consistency, clarity and quality of data entered.

The following flowchart summarizes the registration process that will be followed by the Wyoming State Museums System.



Temporary Receipts

Anyone offering objects to the Wyoming State Museums System will be given a Temporary Receipt, for the following reasons:

1. Object to be donated or purchased is awaiting committee decisions on acceptance.
2. Object is awaiting processing of loan forms.

For items brought in for donation, follow these steps:

1. The donor should be given a "Donations to the State of Wyoming" explanation sheet.
2. The donor must be told that no donation is accepted until both the Acquisition and SP&CR Collections Committee act and that part or all of a donation may be returned if not approved by these committees.
3. Complete the information on the front of the temporary receipt:
 - A. For which collection can the donation be considered: permanent, teaching, art prop or capitol art collection?
 - B. Record source's legal name (no nicknames etc.), address, work/home phone number and e-mail. If brought in by a person other than the donor/lender, record that person's name, and phone number. Also if the source is married record the spouse's name if known.
 - C. Briefly describe the object(s), including materials used in construction of object.
 - D. Have the donor initial what is to be done with the objects if it is not accepted into the collections.
4. Answer the questions on the reverse of the form as completely as possible, expanding on questions. Any information should be noted. Some donors will not offer information, thinking that it is not important: ask for it. Tell them that we want as much information as possible relating to an item and its history. If they are reluctant or in a hurry, get what information you can and suggest that a letter from them with more information would be appreciated. Try to follow-up with a call or note asking for additional information.
5. The donor should be informed that a donation is a gift and not a loan. Items accepted are not returned and are the property of the State of Wyoming.
6. The donor should be informed of exhibit policy. There can be no guarantee that a donation will be exhibited at a particular time or place for a specific length of time. If the item is not on exhibit, it will be preserved for research or future exhibit.
7. Have the donor or depositor sign the Temporary Receipt.
8. The accepting staff member should sign and date the form.
9. Express appreciation to the donor for his/her interest in preserving history. Give them a copy of the Temporary Receipt. Tell them the curator will contact them if the object(s) is not accepted and a donor form will be sent to them for their signature if the object(s) is accepted.
10. Store the item(s) separately from all accessioned collections. Potential donations at WSM should be kept in the isolation room. If an active infestation is suspected, the artifacts should be stored in a plastic bag. Objects should be isolated due to concern for possible infestation, molds etc. For facilities without a separate isolation room, items should be bagged if there is even a slight

possibility of an infestation.

11. The curator needs to complete the Curator's Recommendation section. List recommended collection type and reasons.

12. Send the Temporary Receipt to the Collections Supervisor for committee consideration. Before refusing a potential donation, please remember that another site or museum in the system may be interested in the object.

13. After the Acquisition Committee meeting, the temporary receipt will be marked with the committee's decision and dated.

A. If the item(s) are not accepted, arrangements will be made for the object(s) per the donor's wishes. If the object(s) is returned to the donor, please be sure to have the donor sign for the return on the Temporary receipt. Temporary Receipts for returned artifacts will be held in the registrar's files for three years and then destroyed.

14. A report of collections approved by the Acquisition Committee will be prepared by the registrar to be presented to the Collections Committee of the Parks & Cultural Resources Commission.

15. When the Collections Committee has acted, appropriate action will be taken.

A. If the item(s) are not accepted, arrangements will be made per the donor's wishes.

B. If the item(s) are to be accessioned, the appropriate form will be prepared or copy of the voucher will be requested.

If the objects are for a loan, see the loan procedure section of the manual.

At this time the Temporary Receipt function of PastPerfect will not be used. The installed forms do not have the information that we want included.

Donor Form and Acknowledgement of Gift

A donation is not legal until a donor form is signed. The registrar will obtain the appropriate signatures. The museum administrator and director of the Cultural Resources Division will sign before the form is sent out. There will be an original and two copies; the original and one copy are sent to the donor, the second copy is kept in the accession file.

The registrar will write a letter on the state's behalf to acknowledge the gift. The letter will be sent with the donor form. The accession number will appear on all correspondence and copies will be placed in the accession file.

If the acquisition is a work of art created by the donor, forms pertaining to copyright will be included. The Rights of Attribution Waiver/Use Agreement allows the state to complete restoration or conservation work deemed necessary without the artist's written approval. It also allows the state to reproduce images of the work for educational, catalog and publicity purposes only. The Copyright Transfer gives the artist the option to immediately transfer copyright to the state, to grant the state delayed copyright transfer, that transfers full copyright title to the state at the artist's death, or to maintain all copyright.

Upon receipt of a noteworthy donation, the appropriate staff member should arrange press releases and/or photographs.

The signed donor form will be placed in the appropriate accession file. The registrar is responsible for creating or updating the donor card and for entering donor names into the collections program. If a signed form is not returned after a

reasonable period of time, the donor will be contacted concerning his/her wishes. The state can take one of two courses of action; the material can be returned to the donor or ownership can be pursued through abandoned property legislation.

As with the Temporary Receipt function, donor forms or letters of acknowledgement will not be printed using the PastPerfect format.

Purchase

If an object is to be purchased for the permanent collection, use the following procedure:

Ask that the vendor hold the object until the committees can approve it. Submit a Temporary Receipt for committee consideration as usual.

If a purchase must be made immediately, contact the Supervisor of Collections as soon as possible so that appropriate actions can be taken. Unscheduled acquisition & collections committee meetings may be called if necessary. When approved, send the invoice to Operations staff with a note indicating that a copy of the completed voucher should be sent to the registrar for the files.

If the purchase is a work of art, copyright and waiver forms will be forwarded to the artist as they would if the work was donated.

Field Collection

In some cases staff may acquire selected objects for the permanent collection when they are related to a recurring or special event. This ensures that objects will be available for the collection. An example of this would be acquiring federal, state and local campaign items from both Democratic and Republican candidates or Frontier Days promotional items. A Temporary Receipt is still completed and the material goes through all committee reviews, however a Field Collection form is used in place of a donor form.

Transfers

A transfer permanently changes agency ownership of an object that is already state property. It can be between sections or divisions of the Department of State Parks & Cultural Resources; or between the department and another state agency. The material will be reviewed by the Acquisitions and Collections Committees. Once approved, a Transfer form is completed. The original form is maintained in the accession files. The copy is given to the other section, division, or agency.

Accession Files

The registrar will maintain secure, fireproof, legal-sized file cabinets for the accession files.

The registrar will maintain documents and correspondence relating to each accession in the appropriate file. Verbal or written contact between staff and a donor, donor's family, executor or vendor should be recorded including the main topic and date of contact and placed in the appropriate file. Object research, documentary information, condition and treatment reports and condition/conservation photos and negatives will also be maintained in these files. All documentation created by staff should be printed or copied onto acid free paper prior to filing. The appropriate accession number should be noted in pencil on the upper proper left corner.

Sites staff should maintain files with copies of appropriate donor forms and associated information on site to facilitate access to the information.

Accessions

Permanent/Art Prop/Capitol Art

An Accession Log will be kept for permanent, art prop (APRO), and capitol art (CAPA) collections. The following information will be entered on the Accession Log: accession number, date accepted, donor or vendor name, address, description, and method of acquisition. A new log sheet is used for each month's acquisitions. The log is also used by the registrar to record whether or not the collection has been processed (i.e. has a donor card been typed and has the donor and accession been entered into the collections database.) The accession logs are maintained in the registrar's office for a period of ten years. After ten years they should be reviewed for destruction.

The registrar will maintain a bound record book for the permanent collection Accession Register. A ring binder with acid free pages will be maintained for Art Prop and Capitol Art collections (see below). All accession registers will be kept in a fireproof cabinet in the file room.

After the signed form is returned, the information for permanent collections is recorded in the Accession Register: accession number, date accepted, source, address, description, method of acquisition and remarks (used for later significant actions such as deaccessioning). This will be entered using permanent ink. The Accession Register shall follow this form:

Accession Number	Date Received	Description	Received From	How Acquired	Remarks
999.62	10 Dec 1999	soap tin soap dish	Jim Tay 123 17 th Fort, WY	Gift	
2000.1	8 JAN 2000	sword & scabbard	Ida Joy 543 1 st Rock, WY	Purchase	

The date that donated, bequeathed, purchased, field collection, or transferred objects are accepted by the Collections Committee of the Parks & Cultural Resources Commission constitutes the date of acquisition. In the case of items excavated by staff or contract staff, the date of collection constitutes the acquisition date.

Capitol Art Accessions

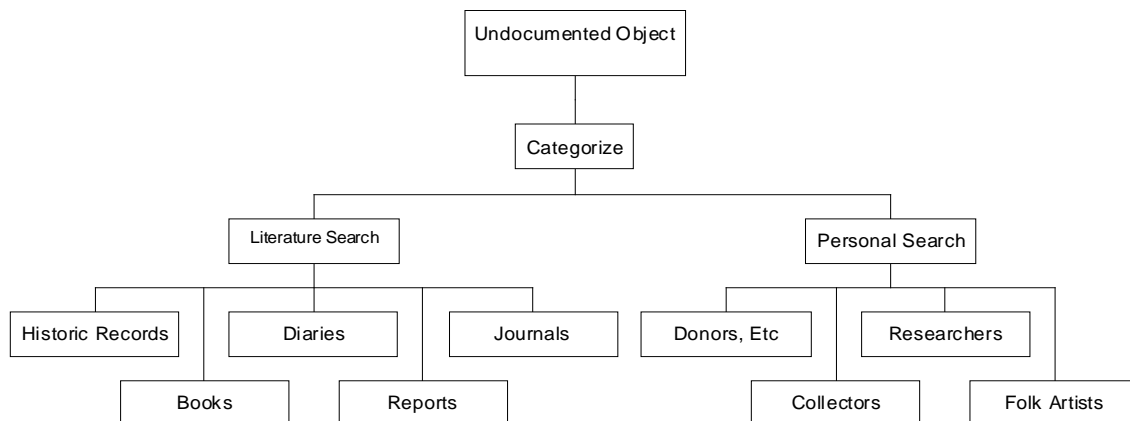
The Capitol art collection (CAPA) consists of state owned art acquired specifically for use by the elected state officials, the Governor's Residence, Travel & Tourism, the Legislative Service Office, the Wyoming State Museum, and designated functions or locations approved by the CAC Committee. Works will be maintained by the Wyoming State Museum. See the "Collections Policy" for more information. A separate accession log, labeled Capitol Art will be maintained in the registrar's office. A ring binder with acid free paper will be maintained to permanently record accessions. It will be kept with the other museum accession books. Accession files will be created and maintained, but will be filed separately from other permanent collection files.

Art Prop Accessions

Art props (APRO) consists of state owned works acquired for display in public areas of elected state government official's office spaces and public areas within the Division of Cultural Resources. These are reproductions or other art works deemed inappropriate for the permanent collection. A separate accession log, labeled Art Prop will be maintained in the registrar's office. A ring binder with acid free paper will be maintained to permanently record accessions. It will be kept with the other accession books. Accession files will be created and maintained, but will be filed in a drawer separately from permanent collection files.

Determining Provenance

Historical information relating to an object constitutes its provenance and this information should be maintained in the accession file. Objects that have been accessioned into the permanent collection and lack documentation shall be documented using the following flowchart as a procedural guide:



When research is complete, add appropriate material to the artifact record in the database, and the catalog card. Supplemental material should be copied for the accession file.

Accession/Catalog Numbering

An accession consists of one or more objects received from the same donor at the same time. Objects received from the same donor at different times are separate accessions.

An accession number has two (2) units. The first unit designates the year. For accessions prior to 1990 two digits were used when an object was numbered, 1989 being 89.; as of 1990 three digits were used, 1990 being 990.; as of 2000 all four digits should be noted. The second unit identifies the sequence within the year that the collection was received. The WSM registrar assigns the accession number when the donor form is prepared. The registrar is responsible for entering the accession information in the collections database when the signed form is returned.

The addition of a third unit to the accession number forms the catalog number, which records the number of objects in the accession. Thus the twelfth object of the fifth accession of 2000 would be 2000.5.12.

The alpha prefixes will be used for all collections types. The alpha will be entered with the accession number into the collections database. There must be a hyphen between the alpha and the year. The alpha will also need to be entered when the catalog record is entered into the database. None of the prefixes should be placed on permanent collections objects; but are indicated on the donor, catalog cards and the database records. Prefixes are placed on art prop (APRO) and capitol art (CAPA) objects and the prefixes were used for PROP and LH objects. Please double check information when cataloging to ensure that the correct prefix was used. The prefixes allow material to be sorted by "type." The prefixes are as follows:

A - Art: original works including paintings, drawings, non-documentary photographs, sculpture, and signed prints and lithographs.

APRO - Art Prop: primarily prints, reproduction photographs and similar material acquired for loan to elected state officials and for exhibition in public areas of Cultural Resources. See the "Collections Policy" for more information.

ARCH - Archaeology: includes excavated and surface find materials. As of 1990 all newly excavated collections will be maintained by a state repository: University of Wyoming Archaeological Repository or Western Archaeological Services. UWAR has a policy of not accepting surface finds, but may accept other donations. Copies of all processed inventories of material excavated from State Historic Sites will be provided to the registrar.

CAPA - Capitol Art Collection (Art): art acquired by the Capitol Art Committee. See the Capitol Art policy.

ETHN - Ethnology: primarily Native American materials, but also includes objects from other tribal cultural groups.

G - General Historical: cultural material not associated with tribal cultures.

LH - Living History: educational objects acquired prior to the use of the Teaching Collection designation. Collections entered into MCMS will be maintained in the database.

ML - Museum Loan: Used only for accessioned loans that have been returned.

NH - Natural History: biology, botany, geology, and paleontology.

PROP - Props: educational objects acquired prior to Teaching Collection designation. Collections that were entered into MCMS will be maintained in the database.

***Note:** Accessions from 1919 to 1949 may have alphanumeric accession numbers, for example: B-125, or C-1624. Objects with these numbers need trinomial numbers that may be located through research. Records of these systems are maintained in the registrar's office and in the State Archives office. Contact the registrar if you have objects with these numbers that do not have a proper trinomial number. Accessions from 1949 to 1985 may have a "G" prefix, denoting graphics, which is no longer used. Graphics accessions are being merged into the accession records.

Artifact Numbering Guidelines

Numbering should be standard in location and appearance. A number must be secure and durable, yet reversible, so no damage results if it is removed. Numbers should be placed where they will not come in contact with other objects, storage surfaces, or suffer wear from handling. Numbers should be placed in an unobtrusive location so they do not affect the artifact's integrity during exhibit. Numbers should be small and legible with distinct decimal points between units.

Use standard number forms: **1, 2, 3, 4, 5, 6, 7, 8, 9, 10.**

Objects which together form a unit or which have parts that can be easily separated should be numbered with alpha suffixes. For example shoes should be a,b. A pair of salt & pepper shakers with lids should be cataloged together as a salt and pepper set and individually numbered as salt: (a) body & (b) lid, and pepper: (c) body and (d) lid. A unit such as a knife and sheath can be assigned a & b; however each should be cataloged and entered into the collections database separately. A set of identical objects, such as eight matching forks should be cataloged together using alpha suffixes to identify the individual objects. When noting alpha suffixes on catalog cards or in the computer, there must be a space between the number and the alphas. Use a comma, but no space between two letters, such as a,b or c,d and a hyphen if there are more than two letters, such as a-f. There are some problems with alpha suffixes, as in the past they were used more indiscriminately. Staff will remedy problems as time allows.

Large objects should be numbered in two locations. Most objects in storage should also have the number recorded on an acid free tag for accessibility and to reduce handling. For clothing items list the accession number, object name, fabric, and date of manufacture, if known. Attach the acid-free paper tags to the hanger.

Numbering techniques are as follows:

Non-porous materials:(metal, stone, glass, ceramic) Apply a clear base coat of Soluvar (synthetic varnish), poly-vinyl acrylic adhesive (PVA), or acryloid B-72 lacquer; a small patch is sufficient. **NEVER** use clear nail polish. Use a layer of acrylic white paint if needed, depending on object color/number visibility. Apply the number with a Pigma pen or steel-tipped pen and India ink. When the ink is dry apply a clear top coat of Soluvar/PVA/B-72. It should extend over the edge of the base coat.

Porous materials:(wood, treated leather, unfired ceramics) Apply proper clear base coat, reapply if absorbed. Follow the same steps listed for non-porous material.

NOTE: treated leather includes saddlery, harness equipment, etc. If possible number harnesses or bridles on a metal component. **Treat soft leather as textiles.**

Paper & cardboard: using a No. 2 pencil, print the number on the reverse in the lower right-hand corner. Use gentle pressure to avoid indentation.

Paintings & related works of art:

- 1) Framed works - use appropriate clear base and top coat, white acrylic paint if needed and India ink or Pigma pen. Place the number on the reverse of both the frame and stretcher in the lower right hand corner or on the backing material if not on a stretcher.
- 2) Matted works - use a No.2 pencil. Place the number on the reverse in the lower right corner of the mat and artwork. Use gentle pressure to avoid indentation.
- 3) Unmatted/Framed - treat as a matted piece/paper material.
- 4) Sculpture - handle according to material type: porous or non-porous. Place number near or on base edge of reverse. If there is not a discernable reverse, place number on or near base in an inconspicuous location. Outdoor sculpture will not be numbered.

Textiles, costumes and leather: Apply the number on a piece of cotton/poly bias tape using pigma pen or quill. A clear base coat applied prior to numbering will make writing easier. The tag is stitched to the object with a single strand 100% cotton thread. Stitches should be loose and not knotted and only use a few stitches at each end of the tag. Soft leather items including moccasins, leggings, shirts, and painted, quilled or beaded hides **should be treated as textiles**.

Some standard locations for numbering are:

- Books: inside front or back cover or on title page if interior is marbled. If pages are loose, number in several places.
- Clothing: sewn into back of neck, at waist near fasteners, or near shoulder seam.
- Dishes, glassware: on base edge of reverse of object if it is sided.
- Dolls, stuffed toys: on back of neck.
- Footwear: Moccasins: rear interior of heel near cuff; Shoes: front of heel.
- Furniture: on lower right of reverse; if object is heavy or difficult to move, number on lower right side. Number each part of multiple piece objects (i.e. headboard, footboard and side rails.).
- Saddlery/Harness equipment: 1) Saddle below the horn on the underside of the pommel/fork and on removable parts including girth and stirrups, place the number on metal if possible. Bridles/Harness: bit, cheek strap and removable parts etc., again place the number on metal if possible.
- Quilts & large textiles: sewn on to opposite corners on the reverse.
- Wagons & large equipment: on rear axle, right side; on rear, right runner support on sleighs; on reverse/rear, right side.

Art Prop Collection: The objects are numbered for inventory control purposes. Number the object with the alpha prefix. The location should be consistent with like permanent collection objects.

Capitol Art Collection: The objects are numbered for inventory control purposes. For this collection the alpha prefix **must** be affixed to the object as part of the catalog number. Use a location consistent with like permanent collection objects.

For detailed information see Museum Registration Methods by Dudley and Wilkinson.

Donor Card File

The main donor card file is created and updated by the registrar. They are used for all types of acquisitions in addition to donations. They are filed alphabetically by the donor's/source's last name or company/business name. Field collections are listed as Field Collection w/ the site or museum name and transfers are listed as WY State, with the Department name and Division and Section names if needed. Cards include the address of the source, accession number with the alpha prefix, a brief list of the contents and the date accepted. It is recommended that non-seasonal sites also maintain this information.

Catalog Cards

Printed catalog cards will be maintained in the registrar's files for the State Museum, Historic Governors' Mansion, and seasonal historic sites. Non-seasonal sites should maintain their own catalog card files. Printed cards serve as a backup to the computer database.

Before entering a catalog card for objects acquired before 1990, check the accession record in PastPerfect to ensure that the accession record and the donor information for the object to be entered matches. Not all files have been merged, so new numbers have not been assigned to all accessions. In addition, PastPerfect will not allow entries to be made if the accession number is duplicated. If there is a problem, contact the registrar.

Appropriate staff shall catalog each object, or set of objects. For historic objects use the object names from The Revised Nomenclature for Museum Cataloging. Object names entered previously are being reviewed. Inappropriate names may be deleted or revised. Check the book and the lexicon in PastPerfect. Call the registrar if you still have questions.

Record/enter the alpha prefix with the complete accession number i.e. ETHN-1958.18. When data is entered directly into PastPerfect, the accession number must be entered or selected from the database to begin the catalog data entry process. Be sure to enter the alpha all in capital letters. Also you must use a hyphen with no space between the alpha and the accession number. When the accession number is entered correctly, the two-part number will pop up in the box for the catalog number/object ID so that only the last digits need to be added. As a result of several factors, relating to the conversion from the MCMS accession numbering format to the PP format data sorts differently from the methods to which we are accustomed. In PP if you sort catalog records by Object ID/catalog number the program views each digit position separately and organizes the records accordingly. For example if you searched G-1967.130, the numbers will list G-1967.130.1, G-1967.130.10, G-1967.130.100, G-1967.130.1000. As there are objects numbered G-1967.1001-1009, they will be in numerical order, however, the next number in sequence will be G-1967.130.101 as the computer reads the "1" in the third position as higher than a "0" in the third position. As a second example, if you have an accession with 36 separate objects in it and you do an Object ID/catalog number search the listing will appear as follows: G-2010.106.1 followed by G-2010.106.11-19, followed by G-2010.106.2, followed by G-2010.106.20-21, followed by G-2010.106.3, followed by G-2010.106.30-36, followed by G-2010.106.4,.5,.6,.7,.8., and .9. Also you must remember that the alpha prefixes sort separately, so if G, ARCH, and NH are mixed in the same accession the numbers will not be sequential.

Enter or record the object name. When entering data into PastPerfect the program will create the nomenclature based on the object name selected. If the object name occurs in multiple sub-categories, you will need to select the correct sub-category. If the object name is not in the lexicon two options are offered, "select a different object name from Lexicon" or "add this object name to the Lexicon." **Do Not** select "add this name to the Lexicon." Although it does add the name to the lexicon, it is not added into the correct category or sub-category and it is time consuming to correct.

Contact the Registrar to determine a correct object name. The object name can then be added into the correct category and sub-category in main system by the registrar and into the site system.

The description should still include color, shape, style, stamps, marks, designs, patterns, distinctive features. The descriptions should be written with primary information first, followed by the more detailed data. In the case of printed markings, enter text exactly as it is on object (i.e. all capitol letters or capitol and lower case.) If there are multiple lines of text use a forward slash (/) to indicate the end of lines. If a logo or trademark is part of the text enter description in parenthesis (i.e. (rampant colt) or (crown)). Use quotation marks to indicate an exact quote.

Much of the data that was placed in the old description or notes fields now has a separate field. Old accession numbers have an assigned field. The "Old#" field is to be used for old museum accession or catalog numbers. If there are too many old numbers for the space available, continue the information in the note field. The field "Other #" has been used to tie catalog records to MCMS donor numbers. After conversion the "Other #" should be used for accession numbers assigned by other museums or agencies, i.e. Archives or Historical Research. Although "material" can go in the body of the description, it has a separate field in the "general" heading, as do owner and manufacturer. There are two separate date lines, early and late. Use these for when the object was made. The period of use can be recorded in the "Notes." The cataloger's name and date also need to be entered in a separate field in the "general" heading. Check all data as it is entered to ensure that it is being entered in the correct location. If an object has existing film images the photograph identification number should be entered in the correct field under the "custom" heading. The MCMS search mechanism data, person, theme, organization, occasion were merged into PastPerfect. "Person" data is in the "People" field, "Theme" and "Organization" data are in the "Search Terms" field, and "Occasion" data is in the "Event" field that is on the "General" data screen.

For ethnographic objects use the established nomenclature. On the first description line indicate tribe or enter "unknown", then indicate if the item would be used by a male, female or child; with the description - materials, pattern or motif, bead size, colors, technique following. There are currently problems with the ethnographic nomenclature in PastPerfect, I am working with PP to resolve them.

For archaeological material use the established nomenclature. In addition to the object description, it is important to include the collector's name, the location of the find using township and range coordinates if known and a Smithsonian Site number if one has been issued. There are currently problems with the archaeology nomenclature in PastPerfect, I am working with PP to revolve them.

When data is entered for natural history specimens select the correct term from the appropriate authority file: kingdom, phylum, class, etc. At this point, very few terms have been entered in the authority files for order, family, genus and object name. If you need to enter a specimen and the appropriate term or name is not in the authority file, contact the registrar. A physical description of the specimen - sex, color, size or information appropriate to the object should also be entered. Object names will be variable - tooth, femur, skull, hide, etc. There is a separate screen for much of the data relating to natural history specimens, enter the data in the correct field as is appropriate to the object/specimen.

For an object that is an original work of art there are multiple screens for additional data. There is a tab for "art" where title, artist, etc. is entered. When original art is acquired from the artist, Attribution Wavier/Image Use and Copyright Transfer forms are being sent out by the registrar. The status of these forms will be noted by the registrar in fields on the "Legal/Related" screen.

Ensure that the data is in the correct field. The location of all information in Past Perfect will vary from the format of the old catalog cards and the previous collections database.

Measurements: PastPerfect converts entered measurements, so metric or U.S. customary can be used. However, PastPerfect is not designed to accept fractions such as ¼ or 1/8, so often entering the metric is easier. Standard measurements are height, length, width; height, diameter; length, diameter; length, width, depth. Measurements are taken to the nearest millimeter/ eighth-inch.

Condition: In "Detail Condition Reports" the following terms should be used: excellent, good, fair, poor. Be sure to enter the date of the assessment and the name of the person who completed the Condition Report (appendix) on the lines following condition. Additional, or more detailed information can be added by selecting "Add New Report". The new report is the PP version of our condition report, and all data from a condition report can be entered on this screen. Remember to enter the date the report was created and the name of the person who completed the original condition report. Record any special handling or care requirements, if there have been recent alterations and if the object is complete or incomplete in "Condition Notes".

Appraisal: There are specific fields for appraisal information that are located on the screen with the condition data. If an object has been appraised at donation, or a value determined by research, note the amount in the insured value field. In the notes indicate how the value was established, (i.e. purchase price, staff estimate, Kovel's etc.) Also indicate in the notes who entered the value and when. Do not list museum staff as the appraiser. Only the name of a professional appraiser should be entered in that field. For small low value items enter a figure of \$20.00 in the insured value field and in the notes indicate that this is based on "cataloging costs". This is a standard method for museums to help tally and track values for small items.

Record significant historical information, owner information, references used in identification, references to other objects in the collection, publication, exhibit and loan information in the appropriate fields.

Photographs: The State Museum has begun the process of photographically documenting its collections. When the process was started, we did not have the equipment to take digital images, so there are negatives and transparencies in various size formats stored in notebooks in the registrar's office. Negative and transparency information should be entered into the appropriate custom fields. If site specific photo inventories are started discuss the numbering system with the registrar to avoid duplication. Digital images of objects can be downloaded directly into the catalog screen of PP and this should be done as part of the cataloging procedure.

Locations: We will continue to use the location system that was designed for the previous database (Appendix) Enter all exhibit or storage locations in "Home Location" field. **For all newly** entered data the **site alpha prefix must** be entered in the **"data set field"** which is part of the information under the location tab. Without prefix in the "data set field" a site will not be able to do a scatter/gather of only site data. As all data will be sent out to each site from WSM it is not necessary to add the site prefix to catalog records already in the system.

Past Perfect Procedures

PastPerfect is the data management program selected for use by the State Museum System in 2001. PastPerfect will be used for permanent, capitol art and art props collections data. All LH and PROPS collections items that were previously entered into MCMS will be maintained. However, new TC items will not be added. All donor, accession, catalog, condition and related information will be entered into this system for improved information retrieval. All objects will be entered into the Objects field. The Photos, Archives, and Library programs will not be used. If a

site/museum wishes to maintain library, Teaching Collection or other records, a completely separate PastPerfect database and computer must be used. The program allows a hierarchy of authority with the registrar being the system administrator. The primary data framework including "individuals" (i.e. donors/vendors), accession numbers, authority codes and nomenclature are all determined by the master system in Cheyenne. All editing or additions to these fields must be done by the system administrator.

Authority and access is established by group title: administrator, WSM curator, Site curator, supervisor, seasonal staff, volunteer, and researcher. These categories will need to be flexible concerning where individuals are entered as some volunteers may need to be entered as curators, as they need that level of access, while others will be in a lower level of access. As passwords are required, "seasonal staff," and "researcher" will be used in place of individual names and each assigned a one word password. The password for seasonal staff will be "summer"; the password for a researcher is "search". A single common entry & password has also been installed for the volunteer category. For volunteers select "volunteer" as a name and enter the password "data entry".

At each site the curator is responsible for overseeing the data entry and maintaining the program. Re-indexing must be completed at regular intervals. If re-indexing is not completed on a regular basis, search time will increase, and data problems may arise. Re-indexing either weekly or bi-weekly is recommended. Rebuild the Lexicon and the Keyword search list every time you do a re-index. After a re-index the data should be backed up.

In PP if the back up mode is used only the images and data can be separated, (i.e. **all** object data will be backed up.) However, site data can be compiled for back up by using the scatter feature. In scatter use "select range", then select the "data set" as the control and select the correct alpha prefix for your site. Once the data is compiled save it to the appropriate drive. If images are entered, the current image file will also need to be backed up. A back up should be stored off-site from the location of the computer. At the WSM, the registrar will back up data and the active image file on a daily basis. The daily back will be stored on the C-drive and an external drive and will be maintained for a year. Data will be re-indexed and backed up each Wednesday; this data will be stored on a CD, kept in a fire proof cabinet and a server. Data will also be re-indexed on Friday, the back will be stored on a CD kept off site and a server. A monthly a back up will also be completed and stored on a separate CD kept off-site. These CDs will be maintained for two years. After the established retention schedule the CD's will be destroyed.

As we do not have the on-line capabilities, all data will need to be sent to and from the sites and the main system via e-mail and CD. The scatter/gather functions are used to transfer accession, object and photo information. These transfers of data **must** be done on a regular basis to avoid a large accumulation of data that would make the process more time consuming. Currently data transfers are scheduled as follows: **January, April, August and November**. During scheduled updates **no data** should be entered on a site system until the update has been received from Cheyenne and downloaded. To shorten the time required to complete a scatter/gather ensure that **all newly entered data has the site alpha prefix entered in the data set field.** This will allow the site to gather only new site data and send that to Cheyenne. Updated data will be sent out from Cheyenne as soon as possible to avoid down time for the sites. Membership information (donor/ vendor) cannot be transferred using scatter/gather. This information must be sent using the back up and restore functions. **Read the Back Up and Restore section of the PastPerfect manual** carefully so that data is not deleted inadvertently.

There are authority fields, similar to MCMS code fields for which no data has been entered, including artist/author/creator/photographer, collection, place, etc. If you have suggestions on use or data to be input contact the registrar. Each site curator needs to learn the PastPerfect program as thoroughly as possible and be familiar with the program manual. **Please review and use the PastPerfect system manual.**

Condition Report

Appropriate staff shall complete a Condition Report for each object, when the object is cataloged or prior to loan or exhibition. (Appendix) A condition report allows staff to determine if an object is suitable for exhibit or loan and to track damage or alterations and monitor the development of new problems. Condition report data is entered in a subsection of the catalog data in PastPerfect. The two formats vary, so use the condition report data as appropriate. Contact the WSM curator or registrar with questions or concerns about reports. Original reports generated at WSM are maintained in the appropriate accession file. Sites should organize condition report files in the manner they feel is most appropriate.

Inventory Procedures

Regular inventories are part of the records that must be kept. An inventory must be methodical. The accession number, object name, and any problems, such as numbering or condition, should be recorded. Each inventory page must be signed and dated by the person doing the inventory. The location is recorded and includes: building, room/vault, case/row/cabinet, and shelf/drawer or wall when appropriate. (Appendix)

Completed inventories should be filed chronologically and sites staff should send copies to the registrar. A copy of the appropriate storage inventory will be kept in each storage area. At the WSM, copies of storage inventories are also kept in notebooks in the registrar's office and at the Collections Center. Sites staff should keep inventories in an appropriate location, such as the curator's office. Permanent location moves shall be recorded on all copies. An inventory should be kept on file until it has been superseded and verified against the new inventory. After the objects have been cross checked the old inventory can be destroyed.

In addition, Temporary Check-Out Inventory sheets will be maintained in each storage area. They are to be used when objects are temporarily moved. (Appendix)

Museum Exhibit areas

Exhibited objects should be inventoried or partially checked yearly. The inventory shall be room by room, case by case, object by object. Exhibits at seasonal sites should be inventoried as they are packed for storage. Current exhibit inventories are maintained by the Registrar. Sites staff should send copies to the registrar. If any object is to be temporarily removed from an exhibit case a relocation card must be placed in the exhibit in the object's place. The card must indicate who removed the object, why it was removed and when it was removed. Placing the card in the exhibit assures other staff that the missing object was not stolen. WSM staff need to notify the registrar prior to the move or immediately after the move of objects on exhibit.

Storage Areas

All storage areas should be inventoried once every five years. The inventory shall be done by room, row, shelf, cabinet, drawer and object. Tagging a completed row or cabinet is helpful, if the inventory is being done by several individuals.

Unnumbered Objects Found in the Collections

For objects found in the collection which have no accession number or numbers that are illegible, contact the registrar to determine if an unknown donor accession exists for the site where the material was located. At WSM old unknown donor accessions exist: 73.12 - general history artifacts, 73.8 - ethnographic and archaeological artifacts, 74.29 - geological artifacts, 999.9 - art, 997.59 for newspapers transferred from Archives, a 1998.15 original art transferred from Archives, and 1998.14 misc. printed material transferred from Archives. Starting in 2009 the first accession of every year will be used for unknown donor material found that year. Add the information to the accession file with a note as to when and where it was located. Research can then be completed as time permits. If after a records search the correct accession is established, cross the number and object name off the inventory and note the correct accession and the date it was established.

Deaccessioning

Guidelines for deaccessioning will follow policy outlined in the Collections Management Policy for the Wyoming State Museum and the Division of State Parks and Historic Sites approved by the Governor's Commission for State Parks & Cultural Resources in 1998 and revised in 2002. A Deaccession Form will be prepared by the appropriate curator or registrar. When the disposition is final, that information will be added to the form. The original form will be filed in the appropriate accession file with a copy in the appropriate file of the registrar's active files. If requested, a copy will be sent to the appropriate site. If the material is turned over to an individual a Collections Release form (Appendix O) must be completed and placed in the appropriate accession file.

Incoming Loans

Loans are accepted for exhibit purposes. The registrar is responsible for preparing all incoming loan forms and renewals. Site Curators need to send a Temporary Receipt for loans to the registrar as soon as possible after receipt of the artifacts. When completing a Temporary Receipt for loans, the lender should be asked for object values, condition assessments and a specific time period for the loan. (See the Insurance Section for certificate of insurance information.) With this information the registrar can send a complete loan form to the lender. The lender must set a value or the state cannot insure the object. The form will be signed by the collections supervisor and museum director. The original is retained in the registrar's "Incoming Loans" file. Copies are given to the lender, site staff and to Risk Management to initiate insurance coverage. Material on loan to the state for longer than 30 days should have a Condition Report for Incoming Loan form (Appendix) completed prior to, or within a week of being placed on exhibit. The registrar/appropriate staff should also photograph loaned objects. The photographs should be retained until the loan has been returned.

If loaned objects are moved, the person moving the object will notify the registrar/appropriate curator immediately.

Damage to loan material must be reported to the curator/collections supervisor and registrar immediately for insurance purposes. The appropriate curator or registrar will in turn notify the lender and inquire about any action to be taken.

In the event of the loss or theft of an object loaned to the state, contact appropriate law enforcement and immediately notify the registrar. If the loss involves a firearm, the investigating agency should supply the serial number to the Department of Criminal Investigation (DCI) so that information will go out nationwide. The registrar will contact state risk management and file the Property Loss form. (Appendix) Send copies of all reports generated by the investigating law enforcement to the registrar. The appropriate curator or registrar must notify the lender and inform them that if they wish to, they must initiate a claim for a lost or

stolen object. The lender should contact the registrar about proper procedure should they wish to initiate a claim.

The registrar/appropriate curator is responsible for the return of loans, ensuring that objects are packed, insured, and shipped properly. The condition report for each object will be reviewed after it is removed from exhibit. The registrar will ensure that all loan forms are signed upon return of the object(s) to the owner(s) and that the insurance is canceled. Paperwork will be removed from the active loan file and maintained in the "Incoming Loans Returned" file for a period of three years after the return of the objects.

Outgoing Loans

Outgoing loan requests must be made in writing to the supervisor of collections or appropriate curator. A request should include the objects needed and the purpose and length of the proposed loan. See loan flow chart. Site curators should contact the supervisor of collections before approving a loan to see if an American Association of Museum's Facilities Report (Appendix) is on file. If a facilities report is not on file, the borrowing institution will be required to complete a report before a loan can be approved.

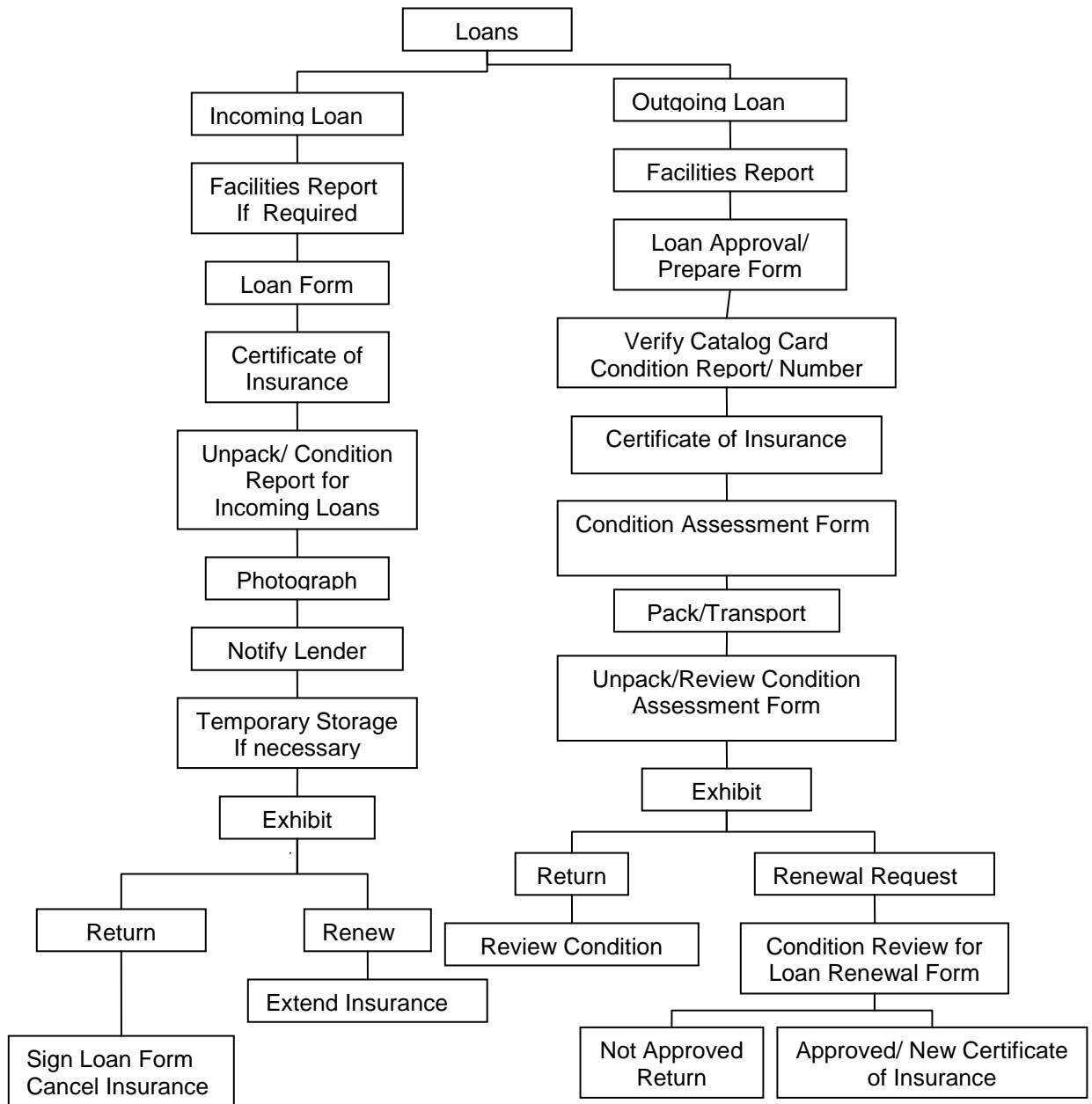
The final decision as to whether or not object(s) will be lent will be based upon an assessment of the artifact(s) condition, ability to travel, in-house needs, and the information from the requesting organization's facilities report. If the object(s) requested is located at a historic site, the final decision will rest with the appropriate site staff and supervisor of collections.

The curator/appropriate staff should verify that each artifact is cataloged, numbered and has a condition report and will complete a Handling and Exhibit Requirements Condition Assessment Form. (Appendix). The registrar will prepare the Outgoing Loan form. (Appendix) The registrar will request that the borrowing institution provide a certificate of insurance showing adequate coverage for a loan valued at or over \$1,000.00. Outgoing loans are made for a period of six months with the option to renew for up to three years.

If the borrower wishes to courier the loan, arrangements must be made in advance and the objects picked up from the appropriate staff during normal working hours. If the objects are shipped, a self-addressed card should be provided so the borrower can acknowledge the arrival of the loan material. The borrower is asked to review the condition reports and report any changes found after shipping.

The registrar will maintain the loan paperwork and will contact the borrower to make arrangements for the return or renewal. In the case of renewed loans, a new certificate of insurance will be required. A Condition Review for Loan Renewal form may be required based upon the sensitivity of the object(s) loaned. (Appendix)

When loaned objects are returned, arrangements must be made with appropriate staff to set an agreed upon time. The registrar/site curator is responsible for unpacking loan objects upon their return, and ensuring that all forms are properly signed. If any damage has occurred, a damage report must be completed and the registrar notified. Site staff need to return the form to the registrar. Returned loan forms will be maintained in the "Outgoing Loans Returned" file for three years or until the information relating to the loan has been recorded on the card and in Past Perfect.



Relocations

A relocation is a move of an object(s) between the State Museum and/or any State Historic Site. When objects are needed a relocation request should be sent to the appropriate curator. It must include the type of objects, specific catalog numbers, loan location, loan length. If appropriate staff approves the relocation, the registrar will complete a Relocation Agreement. A Relocation Agreement should be completed for any artifact that is located at a museum/site within the Dept. of State Parks and Cultural Resources other than the museum/site that accepted the donation. Insurance will not need to be notified as the material is staying within the state system. However, in case of a claim, the move must be documented; the relocation agreement fills this need.

Insurance

1. Coverage

State-owned permanent collections are covered by a Fine Arts Insurance Policy purchased by the Risk Management Section of the Department of Administration and Information. The policy is renewed annually and provides "all risk", portal to portal (i.e. objects covered during shipping) coverage that is based on a specified amount established by the responsible staff. However, individual object values are essential in case of a loss claim. Loss caused by or resulting from breakage of inherently fragile material such as art glass windows, statuary, glassware, marble, porcelain, and similar fragile property is excluded from coverage unless such a loss is caused by fire, lightning, explosion, windstorm, rioters, strikers, civil commotion, vandalism, falling aircraft, theft or attempted theft, or by accident to the vehicle carrying the property if otherwise covered. Loss due to natural deterioration, an act of war, or terrorism is not covered.

A. Definition - "Fine Arts" includes paintings, etchings, pictures, tapestries, art glass windows, valuable rugs, statuary, marbles, bronzes, antique furniture, rare books, antique silver, manuscripts, porcelains, rare glass, firearms, bric-a-brac, and other similar property of rarity, historical value or artistic merit.

The fine arts coverage is subject to a deductible which may change annually based upon policy revisions and market conditions. A minimum deductible of \$25,000 per incident is average. Curators and or the registrar are responsible for establishing values in the absence of formal appraisals. If a high-value item is donated, the State suggests that the donor have an appraisal completed. If the object is not formally appraised, value should be established by using the best resources available such as *Kovel's*, *Schrader's*, other price guides, auction price, or free appraisal services. Formal appraisals are an option if funding is available to cover the cost.

As stated in the loan section, incoming loans are insured for the value(s) stated by the lender and cannot be insured without individual object values. Outgoing loans are insured by the borrowing institution portal to portal. Insurance values for outgoing loaned artifacts should be set by the registrar or appropriate curator.

The registrar is the liaison with risk management for all fine arts insurance matters. All legal remedies for fine arts losses, including restitution will be pursued by the risk management staff in consultation with the registrar.

A certificate of insurance is acceptable proof of insurance coverage for a fine arts loan.

A. Incoming: If an individual or institution lending material to the state requests a certificate of insurance, the registrar will contact the risk management staff. The registrar must have the name and address of the lender, number and description of objects, condition, values and exhibit location. Requests for certificates should be made a month before they are needed.

B. Outgoing: Institutions borrowing material from the State Museum system are required to provide a certificate of insurance if the loan is valued at or above \$1,000.00. The State of Wyoming should be listed as the certificate holder and all certificates must be approved by the registrar and/or risk manager. The original will be maintained by the registrar with the loan file, a copy will be sent to risk management

3) Paperwork to be sent to the risk management staff

A. The registrar will send copies of all incoming loan forms to initiate insurance coverage.

B. Copies of donor or vendor forms or appraisals that list values to document owned property coverage increases.

C. Property loss (Appendix) or incident reports relating to stolen artifacts.

4) In the Event of Damage or Theft

A. In the event of damage by vandalism contact local law enforcement immediately. Contact the registrar and collections supervisor the same day if possible. The registrar will complete a Property Loss Form. A copy will be kept for the accession file and copies will be submitted to risk management. Copies of the incident report will be kept for the accession file and submitted to risk management. If the item is on loan the appropriate curator/registrar should contact the lender. The lender must initiate a claim. Have the lender contact the registrar.

B. In the event of damage by any other event covered by insurance, attempt to prevent additional damage and contact the registrar and collections supervisor immediately. A Property Loss Form will be completed and copies submitted to risk management. If item is on loan handle as described above.

C. In the event of a possible theft verify with the registrar/appropriate curator that the object has not been moved. Contact the local law enforcement immediately then contact the registrar. A Property Loss Form will be completed and copies submitted to risk management. Copies of all incident reports are needed for museum files and risk management. Again, if the item(s) was a loan the appropriate curator/registrar needs to contact the lender.

Photographic Documentation

Photographs of artifacts in the museum collection shall be taken for the following reasons:

- 1) Insurance purposes
- 2) Artifact/Conservation documentation
- 3) Security
- 4) Publication or presentations
- 5) Public requests

Black and white photographs, color slides or digital images should eventually be taken of every object. A video or color images of exhibit cases and period rooms would be advantageous in case of a loss. Whenever possible, a copy of this documentation should be stored off-site.

The following guidelines shall serve for the photographic documentation at the Wyoming State Museum and State Historic Sites.

1) Photographing Artifacts in the Collection

A documentary photograph of an artifact should include the accession number, size scale and a grey scale for black & white or color scale. Photographs should be taken as part of the accessioning process, before the object is placed in storage, or prior to a loan or relocation if a photograph is not on file. Black/white safety film with a small grain, such as Kodak T-Max 100 or 400 is recommended.

Digital images can taken be taken in place of black & white film. If the digital images are to be used, the image size should be 640x480 and the record mode or image quality should be mid-range, normal or fine settings. The images need to be saved as 3x5" for installation into PastPerfect and saved at the higher resolution to a separate back up method such as cd, zip disk or tape drive. It is important to follow this procedure as high resolution images in PastPerfect would require far too much server space. However, without a high resolution image a good quality print cannot be obtained in case of theft or for publishing requests.

Photographs, negatives, slides and transparencies can with the proper equipment be scanned and downloaded into PastPerfect. Always ensure that the original image reference numbers are noted in the proper location as well as entering the information to access the digital image.

Each item should be photographed separately unless part of a pair (i.e. stockings, gloves, shoes, etc.)

2) Filing negatives and images

A. Negatives

The negatives and contact sheet are the most important. Prints are often unnecessary. 35mm B&W negatives at WSM are assigned a roll number (i.e. B&WR68) and are filed numerically by that number in the appropriate negative binder in archival polypropylene sleeves with the inventory sheet and a page of contact prints. To avoid duplication of roll numbers sites need to contact the registrar to set up a system. Binders are currently maintained for 2 ½" x 2 ¾" color transparencies (CT2¼), 2 ½ x 2¾" black & white (B&W 2¼x¾), 2 ¼x 2 ¼" black and white (B&W 2¼) and 2 ¼x 2 ¼" color (C2¼) and color slides (CS). As these films are available in rolls, they are assigned roll numbers (for example, CT2¼-8) and are filed using the same method as 35mm B&W. Binders are also maintained for 4x5 color transparencies (CT) and 4x5 B&W and color negatives. As this is sheet film rather than rolls, images are grouped with between 4 and 8 images making one group and assigned a "roll" number, (for example CT1 contains 5 images of artifact 46.6.1, the images are identified as CT1/1 - CT1/5.

B. Prints

File in the accession file in a polyethylene or polypropylene page, or in an acid free envelope. On the back lower left hand corner of the print, with a No. 1 or 2-B pencil, print the accession number and roll and negative number if there is one. If photo is in an envelope print the accession number in the upper right hand corner

C. Slides

Slides are handled the same as roll film. They are assigned a roll number and filed in the appropriate binder in an archival polypropylene sleeve with a photo inventory sheet. Each slide will be labeled with the accession number of the object and the roll/slide number.

D. Digital

As discussed above, individual images should be saved to a CD or zip disk as well as into PastPerfect. Each CD or disk is assigned a number and the images will be listed on an inventory. The inventory pages should be maintained in a binder maintained in a secure location. At WSM collections staff should forward images to the registrar to copy to a CD. The CD's for the WSM will be maintained in the registrar's office with the negatives and transparency files. Sites staff need to establish a numbering system and storage location for image CDs.

The printed images will be filed appropriately, i.e. loans with the loan paperwork and acquisitions with the Temporary Receipt and/ or in the accession file. Digital images should replace polaroids.

3) Photographing Exhibits

Color images of each exhibit case or area should be taken and placed in proper storage pages. They should be stored in a binder kept near the exhibit area. At the WSM the binder will be kept at the receptionist's desk. These photographs will serve as documentation of the objects on exhibit and can be used for security checks.

If an artifact is permanently moved or an exhibit is altered, notify the appropriate staff so that a new exhibit photograph can be taken to document the change.

The negatives or cd should be stored in the appropriate curator's/ registrar's office.

Collections Research

Non-Staff

Anyone wishing to research artifacts in the state's collections should submit a written request to the appropriate curator. A Collections Access Request (Appendix) must be sent to and completed by the researcher. The form should include the object or type of objects wanted; records or files needed and purpose of research, (i.e.: publication, hobby, etc.) The availability of space and staff for proper supervision will be considered before granting a research request. Researchers must be supervised at all times by an appropriate staff person. Other considerations include the condition and accessibility of the requested object(s). The final decision on research requests rests with the appropriate curator. The request form needs to be approved by the appropriate curator and must be on file before the researcher is given access to collections objects. A copy of the approved form is given to the researcher and either the original or a copy on acid free paper will be placed in the appropriate accession file(s).

If a researcher wishes to work with museum records copies should be made; due to content complete accession files should not be given to researchers. Select material removed from an accession file can be given to a researcher at the curator's discretion. Also catalog cards should be copied for researchers. Object values, donor's names and personal information should not be released, except to family members.

Any new information or references resulting from research should be recorded

separately with the name, address and telephone number of the researcher and filed in the accession file.

The relocation of any object that is necessary for research shall be noted on the appropriate temporary inventory form.

Staff/In-House

Whenever any new information results from staff projects such as exhibit research or conservation work, etc., the information should be recorded in PastPerfect and on the catalog card and filed in the accession file. At WSM staff maintains non-object related research files for additional or supplemental information. The nature of the information determines where it will be maintained.

Accession files must be checked out of the file room and should be kept on the third floor of the Barrett Building. The check-out form is in the file room. Condition, damage, and treatment reports and condition photographs may be removed from the accession files and taken where needed within the building. If reports are to be taken to a location other than the Barrett Building copies should be made. All conservation reports should be returned to be filed as soon as possible. All files should be returned to the file room and re-filed before the end of the day. Copies of accession file information can be provided to sites staff at their request.

Procedures for Photograph Requests

If photographs of an object are requested, the person making the request must sign either an Image Use Agreement or a Permission to Publish Contract depending on the proposed use of the images. Again, the forms need to be completed and approved by the appropriate curator, a copy given to the researcher, and the original or copies on acid free paper should be maintained in the accession files. The State Museum will provide the photographs using the fee schedule established for the State Archives. With the approval of the appropriate curator the researcher may be allowed to take the photographs, a fee may still be assessed depending upon the intended use.

The procedure for producing the image depends upon the request and where the request is made. At the Wyoming State Museum, B&W 35mm, color slides, color & B&W 2 1/4", 2 1/4x 2 3/4" color transparencies and B&W and color 4x5 negatives and transparencies of some objects are available. If the request is for a black and white image and a suitable negative exists the museum gives the negative and a copy of our Permission to Publish to the Archives Photographic Curator. The Archives staff will produce the print and bill the recipient. The Archives or museum staff can do color work, if a slide or color print can be scanned. Digital images can also be taken and sent via e-mail or on a disk. However, if the image is for publication, many digital cameras do not produce images of a suitable quality.

If no negative or image exists of an object and a photograph needs to be professionally done or requires a large format negative, the photographer in the Public Information Office (PIO) may do the work on contract if his schedule allows. Any work by the photographer must be scheduled in advance and requesting section or site would have to cover any travel expenses.

If publicity photographs are taken by the local press, note what was photographed, when and why. Complete a Permission to Publish. If the photographer is agreeable have him or her sign it. If not, keep the unsigned copy to document the images. A copy of a Permission to Publish form should be placed in the accession file of every object that was photographed.

Procedures for Storage Access

1) Staff/Volunteer Procedure: A logbook is kept in each WSM storage area to record

entry; staff must sign in and note the time, date, and purpose of entry each time a storage area is entered. (Appendix) A similar system should be in place for site storage areas. Volunteers should be supervised by staff when in storage areas.

2) Visitors: At times it is essential that non-staff enter collections storage for security inspections, repairs, etc. As with other entries, they must sign in and note the date, time of entry and the purpose. Non-staff must be accompanied by an appropriate staff member at all times. Tours or visits are only approved for a specific reason. The museum director or site superintendent should approve this type of tour.

Appendix Contents

- A. Donations to the State of Wyoming
- B. Condition Report
- D. Site Location Information
- E. Inventory Sheet
- F. Temporary Inventory Sheets
- G. Condition Report for Incoming Loan
- H. Property Loss Form
- J. Facilities Report
- K. Condition Assessment & Handling Requirements
- L. Condition Review for Loan Renewal
- N. Collections Access Request Form
- O. Image Use Agreement
- P. Permission to Publish Contract
- Q. Storage Entry Log

Artifact Donation to the State of Wyoming

Through your donations we are able to preserve, interpret, and increase the appreciation and understanding of the story of Wyoming's past. The Wyoming State Museum and State Historic Sites hold donations in trust for the people of Wyoming for future generations to learn from and enjoy. This goal will be accomplished through various preservation and interpretation activities.

Categories of Collections:

Permanent Collection: Objects relating to Wyoming's history which are preserved to the best of our abilities and are used primarily for exhibition and research.

Teaching Collection: Objects that are commonly available, lack Wyoming history, are duplicates of objects already in the permanent collection, or are reproductions. These objects are used in exhibitions or for hands-on educational activities.

Art Prop: Objects are acquired primarily for display in public areas of elected state government official's office spaces, and public areas with the Division of Cultural Resources. These are reproduction artworks or artworks deemed unsuitable for addition to the permanent collection.

Forms:

Temporary Receipt: All objects offered for donation are reviewed prior to acceptance. A temporary receipt indicates that items not owned by the state are located at a state facility. **Signing this form does not transfer ownership** and is not binding. If the objects are accepted, a donor form is sent to the donor. If the material is not accepted, arrangements are made for its return or appropriate disposal.

Donor Form: A donation is a legal gift to the state. Once a proposed donation is approved by the Collections Committee of the Parks and Cultural Resources Commission, a donor form is prepared and sent to the donor for his/her signature. **A donor form is a legal and binding contract.** It binds the donor and his/her heirs to honor the gift to the state and binds the state to care for the object(s) donated.

Committees:

Acquisition Committee: This committee includes representatives from the State Museum and State Historic Sites. The appropriate curator will research the proposed donation and make a recommendation for its acceptance or refusal. The committee meets monthly to vote to accept or reject proposed acquisitions for the permanent collection.

Collections Committee of the Parks and Cultural Resources Commission: This committee includes three members of the Governor's Commission for Parks and Cultural Resources and a representative from the Acquisition Committee. Proposed acquisitions that are approved by the Acquisition Committee are presented once a month to this committee for review and final approval.

Glossary:

Acquisition: To gain possession of artifacts through donation, bequest, purchase,

transfer, trade, or field collection.

Deaccession: The process used to permanently remove an object from the state's permanent collection. Very strict criteria are used to deaccession artifacts. Circumstances for deaccessioning include but are not limited to: a lack of relevance to Wyoming history or an irreparably deteriorated condition. Depending on condition and object history, objects may be transferred to a more appropriate collection within the Department or to another museum. Disposal of an object is considered only as a last alternative.

DONOR CARD

DONOR _____

ADDRESS _____

ACCESSION NO.

ITEM DONATED

DATE OF RECEIPT

Condition Report

Object Name: _____ Date: _____
Accession Number: _____ Examiner: _____
Measurements: _____ Site: _____

Object Location: _____
General Structure: _____

SPECIAL RECOMMENDATIONS

- ☐ Stable
- ☐ Unstable/active deterioration
- ☐ Unstable for exhibit
- ☐ Unstable for travel
- ☐ Improve storage/display
- ☐ Regular inspection at _____ months intervals

Comments _____

CONDITION PROBLEMS

Check where applicable &/or (e) estimated or appears to be by examiner or (a) laboratory analysis necessary

SUPPORT/MAIN BODY

- ☐ 1. Abrasion
- ☐ 2. Acidic
- ☐ 3. Bent
- ☐ 4. Broken elements
- ☐ 5. Bulge
- ☐ 6. Check
- ☐ 7. Chip
- ☐ 8. Crack
- ☐ 9. Crease
- ☐ 10. Dent/depression
- ☐ 11. Fill
- ☐ 12. Fire damage
- ☐ 13. Fold
- ☐ 14. Foxing
- ☐ 15. Gouge
- ☐ 16. Hole, puncture
- ☐ 17. Insecure attachments
- ☐ 18. Insect damage
- ☐ 19. Loose elements
- ☐ 20. Loose joints
- ☐ 21. Missing elements

- ☐ 22. Patch
- ☐ 23. Previous treatment/repair
- ☐ 24. Separated elements
- ☐ 25. Shedding
- ☐ 26. Shredding
- ☐ 27. Split
- ☐ 28. Stiffness/embrittlement
- ☐ 29. Tear
- ☐ 30. Twist
- ☐ 31. Warp
- ☐ 32. Water damage
- ☐ 33. Wrinkle
- ☐ 34. Yellowing
- ☐ 35. Other

DESIGN LAYERS

- ☐ 36. Abrasion
- ☐ 37. Blisters
- ☐ 38. Brittleness
- ☐ 39. Cleavage
- ☐ 40. Crackle

- ☐ 41. Cupping
- ☐ 42. Discoloring
- ☐ 43. Inpaints
- ☐ 44. Loss
- ☐ 45. Overpaint
- ☐ 46. Powdering
- ☐ 47. Tenting
- ☐ 48. Other

FINISH/SURFACE

- ☐ 49. Abrasion
- ☐ 50. Accretions
- ☐ 51. Adhesive residue
- ☐ 52. Blanching
- ☐ 53. Bloom
- ☐ 54. Cleavage
- ☐ 55. Corroded
- ☐ 56. Crazing
- ☐ 57. Discoloration
- ☐ 58. Dust
- ☐ 59. Early finish removed
- ☐ 60. Extreme gloss

- ☐ 61. Finger marks
- ☐ 62. Improper acc. #
- ☐ 63. Irregular gloss
- ☐ 64. Late surface coating
- ☐ 65. Loss
- ☐ 66. Mold/fungus
- ☐ 67. Overpolished
- ☐ 68. Polish residue
- ☐ 69. Smoke damage
- ☐ 70. Stain
- ☐ 71. Sticky surface
- ☐ 72. Tarnish
- ☐ 73. Tape, labels
- ☐ 74. Yellowing, darkening
- ☐ 75. Other

FRAMING

- ☐ 76. Unframed
- ☐ 77. Improper framing hanging equipment
- ☐ 78. No backing board
- ☐ 79. Other

COMMENTS (Key to CONDITION PROBLEMS numbers)

Treatment Proposal

Accession Number _____ Object Name _____

PROPOSED TREATMENT

☐ Beyond Wyoming State Museum capabilities. Contract conservation necessary.

Estimated cost for contract conservation: _____ by _____
date _____

STORAGE/EXHIBIT RECOMMENDATIONS

Estimated date to begin treatment _____

Estimated date of completion _____

By _____
Project Conservation Staff Member

Date _____

Approved _____
Chief Museum Conservator

Date _____

Concurrence _____
Authorized Custodian Only

Date _____

Museum/Site Location Codes

The computer field for locations is limited to 16 characters. Therefore our locations must be as concise as possible. To avoid the using all numbers, each location will be identified by a two letter code. This is only to indicate location and is not part of the accession number. Each building at a location will have a building number, floors and rooms will also be designated. When entering the location and building, do not separate the two with a space. For the sites which may have objects which are stored in a room also used for exhibit use the CURRENT STATUS field to indicate exhibit (ex) verses storage(st) . This will eliminate the need for another character in the location code. For examples of storage room locations I have listed what is used at WS. What we are trying to do is have locations within the system noted consistently.

The location codes are as follows:

Fort Bridger	= FB
Fort Fetterman	= FF
Fort Phil Kearny	= FP
Guernsey	= GU
Historic Governors Mansion	= HG
Medicine Lodge	= ML
Pioneer Museum	= PM
South Pass City	= SP
Trail End	= TE
Wyoming State Museum	= WS

The building and room codes will be listed separately for each site.

Fort Bridger

FB = location

Museum = FB1

101 = North/South Gallery

30000 = Travois

30001 = Emigrant

30002 = Trails

30003 = Handcart

30004 = Camp Scott

30005 = Springfield Rifle

30006 = Hotchkiss

30007 = Washakie/Shoshone

30008 = Mountainmen

30009 = Jim Bridger

30010 = Hospital

102 = East/West Gallery

1 = Officer's Row

2 = U.S. Hosp. Dept

3 = Infantry

4 = Carter Saddle

5 = Cavalry

6 = Ordnance

7 = Commissary/Quartermaster

8 = Evolution of the Springfield

9 = Civilian Firearms

10 = Carter Parlor

11 = Wall case

12 = Open

13 = Other 1

103 = Museum Storage, Front

104 = Museum Storage, Back

Commissary = FB2

101 = Sales (are there artifacts here?)

102 = Office (is this a staff office or sales office)

Old Guard House = FB3

101 = Office

102 = Cell Area

Bridger's Post = FB4

101 = Sales Room

102 = Blacksmith's Shop

103 = East Bedroom

104 = West Bedroom

105 = Building Extension

FB = location

New Guard House = FB5

- 101 = Officer of the Day room
- 102 = Guard's room
- 103 = Bull Pen (general confinement)
- 104 = Cell 1 (solitary)
- 105 = Cell 2 "
- 106 = Cell 3 "

Post Traders' Store = FB6

- 101 = Front exhibit area
 - 1 = West wall shelves (then list shelf #)
 - 2 = Sewing Case
 - 3 = Personal Adornment Case
 - 4 = Gun exhibit
 - 5 = West Counter
 - 6 = North Wall
 - 7 = New Gun Case
 - 8 = North Counter
 - 9 = East Wall
 - 10 = South Wall
 - 11 = Lace/Ribbon Case
 - 12 = Hat Case
 - 13 = Beams (Hanging material)
 - 14 = Floor
- 102 = Storage Room East
- 103 = Storage Room West

Mess Hall = FB7

Warehouse = FB8

- 101 = Butcher Shop
- 201 = Storage

Ice House = FB9

Chicken Coop = FB10

- 101 = East Storage
- 102 = West Storage

Open Shed = FB11

Tack Room = FB12

Pony Express Stable = FB13

Carriage Shed = FB14

School House = FB15

Wash House = FB16

Milk House = FB17

Freight Wagon Shed = FB18

FB = location

Log Officers' Quarters = FB19

- 101 = Kitchen
- 102 = Maids' Room
- 103 = Dining Room
- 104 = Dining Room Closet
- 105 = Captains' Bedroom
- 106 = Capt Closet north
- 107 = Capt. Closet south
- 108 = Captains' Parlor
- 109 = Lieutenants' Bedroom
- 110 = Lts Closet north
- 111 = Lts Closet south
- 112 = Lts Wardrobe Closet
- 113 = Lts Parlor

COs' Quarters = FB20

First Floor

- 101 = Family Parlor
- 102 = Formal Parlor
- 103 = Hall Closet
- 104 = Hallway
- 105 = Dining Room
- 106 = Den
- 107 = Kitchen
- 108 = Kitchen/Back Hallway
- 109 = "/Back hallway Wardrobe/closet

Second

- 201 = Col. Chambers Bedroom
- 202 = " " Wardrobe Closet
- 203 = Mrs. Chamber's Bedroom
- 204 = " " Wardrobe Closet
- 205 = Hallway/Stair
- 206 = East Walk-in Closet
- 207 = Guest Room 1
- 208 = Guest Room 1 Wardrobe Closet
- 209 = Guest Room 2
- 210 = " " 2 Wardrobe Closet
- 211 = Maid's Room

Goodrick House = FB21

First Floor

- 101 = Parlor
- 102 = Dining Room
- 103 = Kitchen

Second Floor

- 201 = Hallway
- 202 = Boys' Room
- 203 = Girls' Room
- 204 = Master Bedroom
- 205 = Storage/spare room

Fort Fetterman

FF = Location Code

Museum = FF1

- 101 = Entrance area
- 102 = Reception area
- 103 = Exhibit room South East
- 104 = Exhibit room East (Period Room)
- 105 = Exhibit room South West
 - 1 = Army Insignia
 - 2 = Home Sweet Home
 - 3 = Life at the Fort

- 106 = Exhibit room North West
 - 1 = Men at War
 - 2 = 40 Miles a Day
 - 3 = Infantry
 - 4 = Peace Medals
 - 5 = Fetterman Hospital

Ordinance Shed = FF2

- 101 = Single room
 - 1 = Fetterman Hotel
 - 2 = Saloon
 - 3 = Cowboy
 - 4 = Native Am. Arch.
 - 5 = Native Americans at Fetterman

OS = Open Storage

Fort Phil Kearny

FP = Location code

Museum = FP1

- Basement
 - 001 = Exhibit Gallery
 - 001/E
 - 002 = Storage permanent collections
 - 003 = Storage LH

- First Floor
 - 101 = Exhibit Gallery
 - 101/E1 = Native American
 - 101/E2 = Soldiers1 Room
 - 102 = Curation Workroom

CCC Cabin = FP2

- 101-1 = Officer's Wife's Quarters

Guernsey

GU = Location code

Museum = GU1

- 101 = Central Exhibit
- 102 = South Exhibit
- 103 = Library
- 104 = Office
- 105 = Storage

Historic Governors' Mansion

HG = Location Code

Mansion = HG1

Basement

- 001 = Basement Landing
- 002 = South Storage (open L)
- 003 = South Storage Closet
- 004 = West Storage
- 005 = East Storage
- 006 = Laundry/Storage
- 007 = Servants' Bedroom
- 008 = Servants' Closet
- 009 = Servants' Bath
- 010 = Servants' Livingroom
- 011 = Bomb Shelter
- 012 = Furnace/Boiler Room

First Floor

- 101 = Vestibule
- 102 = Foyer/Entrance Hall
- 103 = Library
- 103a = Library Closet
- 104 = Dining Room
- 105 = Dining Room Closet (list shelves)
- 106 = Breakfast Room
- 107 = Butlers Pantry
- 108 = Kitchen
- 109 = Office
- 110 = Office bathroom
- 111 = 1st Floor Hallway
- 112 = Governors' Den/Office
- 113 = Drawing Room
- 114 = 1st floor stair landing

Second Floor

- 201 = 2nd Floor Front Hall/Stair
- 202 = North East Bedroom
- 203 = North East Bdrm Bath
- 204 = North East Bdrm Closet
- 205 = South East Bedroom
- 206 = South East Bdrm Bath
- 207 = South East Bdrm Closet
- 208 = 2nd Floor Front Hall Linen Closet
- 209 = South West Bedroom
- 210 = South West Bdrm Bath
- 211 = South West Bdrm Closet
- 212 = Master Bedroom (west)
- 213 = Master Bdrm Bath

HG = Location Code

- 214 = Master Bdrm Closet
- 215 = 2nd Floor Back Hall/Stair
- 216 = Sun Porch

Third Floor
301 = Hallway/Stair
302 = Bath
303 = Girl's Bedroom
304 = Girl's Bdrm Closet
305 = Maid's Bedroom
306 = Maid's Bdrm Closet
307 = Maids' Sitting Room

Carriage House = HG2

Medicine Lodge

ML = Location code
No room designations at this time

Pioneer Museum

PM = location
Museum = PM1
Lower Level
001 = Elevator hallway
002 = Elevator/Furnace equipment room and storage
003 = Storage room
004 = Furniture Exhibits
1 = South wall-Dr.'s office, business office
2 = North wall-Parlor
3 = East wall-Bedroom
4 = West wall-Library
5 = Center-Quilts, sewing machines & equip
005 = Main Gallery
1 = South wall-Wyoming map, Bill Barlow's office
2 = North wall-Barbed wire, model cars case
3 = East wall-Nursery, Parlor, Kitchen & Dining room
4 = West wall-Saddler, Shoemaker, Wash day, Tools & Mining exhibits cases
5 = Center cases-Tools, ranch equipment, water wheel model & fossils
6 = Floor display-Farm & ranch equipment
006 = Telephone equipment system/storage room
007 = Stair landing-Charles Irwin's overalls in wall case
008 = Main Storage Area
1 = Central work area- shelf storage (list shelves)
2 = Southeast room- shelf storage, framed photos & art
3 = Northeast room-textiles, furs
4 = North central room-Williams collection
5 = Northwest room-Dishes, glassware, Misc.

```

PM = location
Museum = PM1
  First Floor
    101 = Lobby/Restrooms/Elevator
    102 = Gift Shop
    103 = Curator's office
    104 = Staff office
    105 = Pioneer Gallery
      1 = South wall-Case #SO Handguns
      2 = North wall-Cases #11 - 13 Bronzes & Wood carvings
      3 = East wall-Cases #0-8
      4 = West wall-Cases #0, 9-17
      5 = Center-Cases #1-15
    106 = Bishop Room-Trails History
      1 = South wall-Case # 1
      2 = North wall-L. C. Bishop's Map of Wyoming
      3 = East wall-Cases #2-6
      4 = West wall-Bookcases & file cabinets
      5 = Center-Cases #1 & 2
    107 = Back Lobby: Wash room, supply room & restrooms
    108 = Supply/Storage room
    109 = East Gallery
      1 = South wall-Cases # 1 & 2, per. art exhibit on wall
      2 = North wall-Doll cases #D 1-7
      3 = East wall-Cases #E 1-7
      4 = West wall-Cases #3-5, art on wall
      5 = Center-Cases #T1-10
      6 = Floor displays-Pianos, love seat

    110 = Library-Books & reference materials
      1 = South wall-Cases #3-6, newspapers, photos
      2 = North wall-Framed photos, WY Pioneer Assoc
        memorial plaques
      3 = East wall-Cases #1-2, Douglas & Inventions
      4 = West wall-Cases #7-12
      5 = Center-Wing Panels on Wyoming history

    111 = Barroom-La Bonte Hotel back bar
      1 = South wall-Case with decanter collection
      2 = North wall-permanent art collection exhibit
      3 = East wall- Case, NH specimens, art on wall
      4 = West wall-Jukebox, player piano, pinball
        machine, art collection on wall
      5 = Center-Roulette tables & poker tables

    112 = Johnson Gallery-Native American displays
      1 = Center cases #1-9
      2 = Tipi exhibit-# 10
      3 = East wall-Cases #11 Sheep ranch equip & #12-
        19 Native American artifacts
      4 = South wall-Cases #20-23 Native American &
        #24 Mammoth
      5 = West wall-Cases #25-31 Native American
      6 = North wall-Ranch equip: saddles, sheep wagon
      7 = Horse-drawn carriages & wagons

```


PM2 = LOG CABIN
1 South wall
2 North wall
3 East wall
4 West wall

PM = location

PM 4 = SCHOOL HOUSE
1 South wall
2 North wall
3 East wall
4 West wall

MUSEUM GROUNDS
1 Grave of Chief Black Kettle
2 Ranch equipment
Olin's grist mill

South Pass City

South Pass City = SP

Collections/Admin Building = SP1
101 = Vault/Storage
102 = Curation Office
103 = Admin Office

Dance Hall/Fee Booth = SP2
101 = Front Room
102 = Theatrer

Tibbals Cabin = SP3
101 = Front Room
102 = Kitchen
103 = East Dugout
104 = West Dugout

Carissa Saloon = SP4
101 = Barroom

Smith Sherlock Co Store = SP5
101 = Sales Room
102 = Post Office
103 = Hallway
104 = Storage Room

Smith Store/Visitor Center = SP6
101 = West Room
102 = Center Room
103 = East Room

The Cave = SP7
101 = Front Room
102 = Cellar

Sherlock House = SP8
101 = Front Room
102 = East Room
103 = Back Room

South Pass City = SP

Rock Cabin on Custer Street = SP9
no room designations at this time

Drift Mine = SP10
101 = Portal
102 = Back end

School House = SP11
101 = Foyer
102 = Classroom
103 = Chimney Closet

Cody Cabin = SP12 (probable name change)
101 = Single Room

Reniker Cabin = SP13
101 = East Room
102 = West Room

Slack Cabin = SP14
101 = Newspaper Office/Front Room
102 = Kitchen, Livingroom/Back Room

Blacksmith Shop = SP15
101 = Single Room

Variety Theater = SP16
101 = Main Hall
102 = Stage
103 = Back Stage

Sherlock Garage = SP17
101 = Single Room

Ice House = SP18
101 = Single Room

South Pass Hotel = SP19
First Floor
101 = Room 10
102 = Room 11
103 = Proprietor's Bedroom
104 = Back Closet
105 = Family Parlor
106 = Lounge
107 = 1st Floor Hallway
108 = Hall Closet
109 = Covered Porch

Second Floor
201 = 2nd Floor Hallway/Stair
202 = Hall Closet
203 = Room "1"
204 = Room "2"
205 = Room "3"
206 = Room "4"

South Pass City = SP
 South Pass Hotel = SP19
 Second Floor
 207 = Room "5"
 208 = Room "6"
 209 = Room "7"
 210 = Room "8"
 211 = Room "9"

 Restaurant = SP20
 101 = Hallway to Hotel
 102 = Lobby/waiting Room
 103 = Diningroom
 104 = Kitchen
 105 = North Pantry
 106 = South Pantry

 Exchange Bank/Saloon = SP21
 101 = Front Room
 102 = Back Room

 Recorder's Office/Card Room = SP22
 101 = Single Room

 Carr Butcher Shop = SP23
 101 = East Room
 102 = West Room

 Smith Livery Stable = SP24
 101 = Tack Room
 102 = Stable Area

 Libby Cabin/Pest House = SP25
 101 = East Room
 102 = West Room

 Sweetwater County Jail = SP26
 101 = Office
 102 = Bull Pen
 103 = Cell "1"
 104 = Cell "2"
 105 = Cell "3"
 106 = Cell "4"

 Miners Exchange Saloon/Warner Residence = SP27
 101 = Northeast Room
 102 = Southeast Room
 103 = Back Room

 Rock Cabin on Dakota Street = SP28
 101 = Front Room
 102 = Back Room

 Shop = SP29
 101 = Conservation Lab
 102 = Storage
 103 = storage
 104 = west attic
 South Pass City = SP
 Shop = SP29
 105 = east attic

Chipp's Cabin (Staff Housing) = SP30 ??
Foyer
bathroom
kitchen
living room

Trail End

TE = Location code

Kendrick Mansion = TE1

Basement

001 = North Basement Hallway
002 = Laundry Room
003 = Basement Vault
004 = Elevator Equip. Room
005 = Men's Restroom
006 = Women's Restroom
007 = Vestibule
008 = Jelly Room
009 = Lavatory
010 = Coal Bin
011 = Furnace Room
012 = Central Basement Hallway
013 = Central Basement Storage
014 = Chauffeur's Bedroom (wkroom)
015 = Chauffeur's Bedroom Closet
016 = Chauffeur's Bathroom
017 = South Basement Hallway
018 = Paint Storage Closet
019 = Billiard Room (gym)
020 = Billiard Room Lavatory

First Floor

101 = Foyer
102 = Drawing Room
103 = Library
104 = South Vestibule
105 = Powder Room
106 = Powder Room Lavatory
107 = Cloak Room
108 = Dining Room
109 = Vault
110 = North Vestibule
111 = Butler's Pantry
112 = Kitchen
113 = Kitchen Closet
114 = Kitchen Pantry
115 = Back Hallway
116 = Break Room
117 = Break Room Closet
118 = Break Room Lavatory
119 = North Porch
120 = East Porch
121 = South Porch
122 = West Porch

TE = Location code

Kendrick Mansion = TE1

Second Floor

201 = Landing

202 = 2nd Floor Center Hallway
 203 = Manville's Bedroom
 204 = Manville's Closet
 205 = Manville's Bath
 206 = 2nd Floor South Hallway
 207 = Master Bedroom
 208 = Master Bdrm Closet
 209 = Master Bath
 210 = Master Bath Water Closet
 211 = Master Bath Dressing Room
 212 = Rosa Maye's Bedroom
 213 = Rosa Maye's Bath
 214 = Rosa Maye's Bdrm Closet
 215 = Maid's Closet
 216 = 2nd Floor North Hallway
 217 = North Electrical Closet
 218 = North Hall Closet
 219 = East Guest Bedroom (office)
 220 = East Guest Bdrm Bath
 221 = North Guest Bedroom (office)
 222 = North Guest Bdrm Closet
 223 = North Guest Bdrm Bath
 224 = West Guest Bedroom (office)
 225 = West Guest Bdrm SE Closet
 226 = West Guest Bdrm E Closet
 227 = West Guest Bdrm Bath
 228 = 2nd Floor West Hallway
 229 = West Balcony (workroom)
 230 = North Balcony
 231 = East Balcony
 232 = South Balcony

Third Floor

301 = Landing
 302 = Ballroom
 303 = Linen Closet
 304 = 3rd Floor East Hallway
 305 = East Staff Bdrm
 306 = East Staff Bdrm Closet
 307 = Staff Lavatory
 308 = North Staff Bedroom
 309 = North Staff Bdrm West Closet
 310 = North Staff Bdrm South Closet
 311 = 3rd Floor West Hallway
 312 = Hall Closet
 313 = West Staff Bedroom
 314 = West Staff Bdrm SE Closet
 315 = West Staff Bdrm E Closet

Fourth Floor

401 = Attic Cental Storage
 402 = Attic West Storage
 403 = Attic East Storage
 404 = Attic South Storage
 405 = Musician's Loft

TE = Location code

Carriage House = TE2 (#2876 Bld inventory)

First Floor

101 = Hen House
 102 = Carriage Room (Theater/seating)

103 = Tack Room (Green Room/reception)
104 = Men's Bathroom
105 = Women's Bathroom
106 = Horse Room (Backstage)

Second Floor

201 = South Hay Loft (Supply Storage)
202 = Furnace Room
203 = Central Hay Loft (Make-up)
204 = North Hay Loft (Costume Storage)

Exterior

CCRT = Courtyard
CEXT = Exterior area surrounding Carriage House

Maintenance Shed (#3526 Bld Inv)

SHDI = Shed Interior
SHDX = Shed Exterior
GRND = Grounds away from Shed

Wyoming State Museum

WS = location code

Barrett = WS1

Basement

001 = Conlab
002 = Isolation Room

First Floor

101 = Wyoming Story gallery
102 = Wild Bunch
103 = Swamped With Coal
104 = Rex in Pieces
105 = Barber Gallery
106 = Drawn to This Land
107 = Hands-on History Room

Second Floor

201 = Art Storage
202 = Living in Wyoming (traveling exhibits)
203 = From the People of Wyoming (our Western Heritage)
204 = Temporary Exhibit gallery
205 = Sign Wall
206 = South Closet

Third Floor

301 = Storage

Old storage -Collections Center = WS2

Unicover Building = WS3

For storage areas the following are abbreviations and formats that are used at WS.

R = Row
Bx = Box

To shorten the number of characters, we indicate a row: R10 and the a slash and a number for the shelf, without an alpha designation for the shelf, R10/15.

We try to identify cabinets by letter, so we would list them as R16/A/15 the /15 designates the drawer. If objects are boxed we label the box using abbreviations of Chenhall's nomenclature for example PACA is Personal Artifacts, Clothing Accessory. A location example would be: WS2R5/10PACA15.

If an object has been temporarily relocated, the new location will be the Current Location with the site of origin remaining the Permanent location. If an object has been permanently relocated, the new location is the Home location.

Museum Inventory

Building _____

Name _____

Location_____

Date_____

[illegible]

Building: _____
Storage Area: _____

Storage Area: _____

[illegible]

WYOMING STATE MUSEUM

Barrett Building
2301 Central Avenue
Cheyenne, WY 82002

Registration: (307) 777-5426
FAX: (307) 777-5375

CONDITION REPORT FOR INCOMING LOAN

Lender: _____ Dates of Loan: _____

Object: _____

Identification Number: _____ Dimensions: _____

Condition of Crate or Box on Arrival at WSM:

- ☐ Undamaged during shipment
☐ Cannot determine

- ☐ Damaged during shipment
☐ None used

Remarks:

Examiner: _____ Date: _____

Condition of Object on Arrival at WSM:

- ☐ Undamaged during shipment
☐ Damaged, cause not apparent

- ☐ Damaged during shipment
☐ Repaired

Remarks:

Examiner: _____ Date: _____

Condition of Object on Departure from WSM:

- ☐ Same
- ☐ Treated by WSM conservator
- ☐ Changed, due to damage

Remarks:

Examiner: _____ **Date:** _____

STATE OF WYOMING
DEPARTMENT OF ADMINISTRATION & FISCAL CONTROL
DIVISION OF PURCHASING & PROPERTY CONTROL

PROPERTY LOSS NOTICE

INSTRUCTIONS: Complete in triplicate. Forward first two copies to DAFC-Purchasing Division, Capitol Building, Cheyenne, WY 82002, and retain third copy for files. Complete all but shaded section as accurately as possible and sign before forwarding.

BUILDING

TODAYS DATE	AGENCY NUMBER	AGENCY PHONE NUMBER
AGENCY NAME		AGENCY LOCATION
NAME OF BUILDING INVOLVED		BUILDING NUMBER
BUILDING ADDRESS		LOSS LOCATION IF DIFFERENT THAN PROPERTY ADDRESS
DATE AND APPROXIMATE TIME OF LOSS		
TYPE OF LOSS (fire, wind, theft, vandalism, etc.)		ESTIMATED AMOUNT OF LOSS (attach copy of explanation of figures) \$
POLICE TO WHOM REPORTED		DATE REPORTED

CONTENTS

DESCRIPTION OF ITEM/ARTICLE (For additional items, attach sheet containing required information.)	
STATE I. D. NUMBER	ACQUISITION DATE
PURCHASE PRICE \$	PRESENT VALUE \$

COMMENTS

DESCRIPTION OF LOSS AND/OR DAMAGE (use reverse if necessary):
SIGNATURE

DAFC USE ONLY

INSURANCE COMPANY	PREVIOUSLY REPORTED ____ YES ____ NO
NAME OF AGENT	POLICY NUMBER
ADDRESS OF AGENT	POLICY PERIOD
POLICY NAME	AGENCY CLAIM NUMBER
REPORTED BY (SIGNATURE)	DATE
	DAFC LOSS NUMBER

STANDARD FACILITY REPORT -- UNITED STATES
Registrars Committee of the American Association of
Museums
Adopted 1998

Borrowing Institution Profile

Name of Borrowing Institution/Loan Venue	
Contact Person	
Title	
Mailing Address	
Street Address	
Shipping Address	
Telephone Number	
Fax Number	
E-mail Address	
World Wide Web URL	
Purpose of Loan/ Exhibition Title	
Dates at Loan Venue	

STANDARD FACILITY REPORT
Adopted by the Registrars Committee
American Association of Museums, 1998

NOTICE

IT IS UNDERSTOOD THAT THE INFORMATION INDICATED IN THIS FORM IS CRITICALLY CONFIDENTIAL AND WILL BE USED BY THE POTENTIAL LENDING INSTITUTION ONLY IN EVALUATING FACILITIES OF POTENTIAL BORROWERS AND IN PREPARING APPLICATIONS FOR INDEMNITY. THIS FORM MUST BE STORED IN A SECURE LOCATION AND NO COPIES ARE TO BE MADE OR DISTRIBUTED WITHOUT THE EXPRESS CONSENT OF THE SUBJECT INSTITUTION. THIS FORM MUST NOT BE DISTRIBUTED VIA FAX.

INSTITUTION NAME:

Please attach a floor plan of the museum, indicating:

- where borrowed object(s) will be displayed
- receiving area
- location of reception areas
- location of portable fire extinguishers, fire suppression and detection systems

Floor plan attached

☐ No

☐ Yes

Please indicate the system of measurement used to report dimensions and weight capacities for your museum:

☐ English measure (feet, inches, miles, etc.)

☐ International System of Units (IS) (meters, centimeters, kilograms, kilometers, etc.)

1. GENERAL INFORMATION

1.1 Is your institution currently accredited by the American Association of Museums?

☐ No

☐ Yes

If yes, date of most recent accreditation decision

1.2 Check the type(s) that best describe your institution:

☐ Museum (non-profit)

☐ Aquarium

☐ Arboretum/Botanical Garden

☐ Art

☐ Children's/Youth

☐ General

☐ Historic House

☐ History

☐ Natural History/Anthropology

☐ Nature Center

☐ Science

☐ Zoo

☐ Other (specify)

☐ University

☐ Museum or Gallery

☐ Student Center/Union

☐ Library

☐ Department ____

☐ Cultural Organization

☐ Library

☐ Religious Institution

☐ Civic/Exhibition Center

☐ Fair Building

☐ Other (specify)

☐ Other (specify)

GENERAL INFORMATION (cont.)

Geographic Profile

Contact your local fire department and/or municipal building department for assistance in answering questions 1.3 through 1.6.

- 1.3 Is your building located in an earthquake or earth movement prone zone? ☐ Yes
☐ No

Please consult the map in the printed report to determine the number corresponding to the area in which your building is located. Use the blank below to indicate the seismic zone number listed on the map.

Seismic Zone

- 1.4 Is your building located in an area designated as a flood zone or next to a body of water which can overflow its boundaries? ☐ Yes
☐ No

If so, what is the flood rating for your building?

Explain rating method:

- 1.5 Is your building located in an area subject to other natural catastrophes such as hurricanes, tornadoes, or severe windstorms? ☐ Yes
☐ No

If yes, is your building equipped with working storm shutters? ☐ Yes
☐ No

If yes, what types of shutters?

- 1.6 Is your institution in a designated brush zone? ☐ Yes
☐ No

Staff and Major Contractors

1.7 Use the matrix below to provide information on key museum staff members who will work with temporary or traveling exhibitions. Provide both work and home numbers for employees. Under employment status, please indicate if employee is a full- or part-time staff member or is a contractor. If employee is a contractor, provide the name of the contracting firm or organization. Please provide the specialty of curators and conservators. Attach a continuation sheet if necessary.

POSITION	NAME	TITLE	TELEPHONE/FAX NUMBERS	E-MAIL ADDRESSES	EMPLOYMENT STATUS (F/T, P/T, Contractor)
Director (Chief Exec. Officer)			Work: Home: Fax:		
Security Supervisor			Work: Home: Fax:		
Registrar I			Work: Home: Fax:		
Registrar II			Work: Home: Fax:		
Shipping/Receivin g Officer			Work: Home: Fax:		
Curator I	Specialty:		Work: Home: Fax:		
Curator II	Specialty:		Work: Home: Fax:		
Conservator I	Specialty:		Work: Home: Fax:		
Conservator II	Specialty:		Work: Home: Fax:		
Customs Broker			Work: Home: Fax:		

2. BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE

General

2.1 Please indicate the dates your original building and any subsequent additions were completed.

2.2 Use an "x" to indicate the gallery/areas where loan items will be stored and displayed.

	Date of Completion	Loan Item Storage Area	Loan Item Display Area
Original Building			
Addition 1			
Addition 2			
Addition 3			

2.2 What type of building materials were used for your original building?

[Indicate "x" where appropriate]

Original Building	Adobe	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Fabric/Carpet	Other (specify)
Exterior Walls										
Interior Walls										
Floors										
Ceilings										
Structural Supports										

What type of building materials were used for subsequent additions? Attach an additional sheet if necessary.

[Indicate "x" where appropriate]

Addition 1	Adobe	Brick	Concrete	Glass	Safety Glass	Steel	Stone	Wood	Fabric/Carpet	Other (specify)
Exterior Walls										
Interior Walls										
Floors										
Ceilings										
Structural Supports										

2.3 Indicate ("x") the most appropriate description of your building and any additions.

2.4 Contact your local fire department or municipal building department for assistance, if necessary, in answering this question.

	Type I -- Fire Resistive	Type II -- Non-Combustible	Type III -- Ordinary	Type IV -- Heavy Timber	Type V -- Wood Frame
Original Building					
Addition 1					
Addition 2					
Addition 3					

If your original building or any additions are Type I -- Fire Resistive, is there a sprayed-on fire retardant?

☐ No

☐ Yes

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

2.4 Are all structures free-standing? ☐ Yes ☐ No

If no, provide a physical description and the purpose of the larger structure into which it is incorporated and how museum access is restricted/monitored:

2.5 Are you undergoing renovation at this time? ☐ Yes ☐ No

2.6 Do you anticipate any construction or renovation projects during the proposed loan period? ☐ Yes ☐ No

If yes, explain:

2.7 How many floors does your building have?

If more than one floor, indicate mode of access between levels:

☐ Stairs ☐ Elevator ☐ Other (*specify*)

Are floors divided by three-hour fire doors? ☐ Yes ☐ No

Temporary Exhibition Space(s)

2.8 Indicate the layout of your temporary exhibition area(s):

☐ One large room ☐ Series of small rooms

☐ Other (*specify*)

2.9 What is the load capacity of exhibition gallery floors (if it pertains to the loan object(s) in question)?

2.10 Are any temporary exhibition spaces located in public activity areas such as lobbies, lounges, hallways, libraries, cafes, classrooms, etc.? ☐ Yes ☐ No

If yes, describe:

2.11 Are the temporary exhibition areas used only for viewing? ☐ Yes ☐ No

If no, what other function(s) do they serve?

2.12 Are there any water fixtures or accessories such as plumbing pipes, sprinkler systems, water fountains, etc., located in or above temporary storage or exhibition areas?

☐ Yes ☐ No

If yes, describe:

2.13 Do you have a modular wall partition/panel system? ☐ Yes ☐ No

If yes, indicate means of support:

☐ Supported at floor and ceiling ☐ Supported only at floor

Indicate the materials used in construction:

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

2.14 Describe the type and location of public activities that take place in your building, other than exhibitions:

Do these activities take place in temporary exhibition galleries? ☐ Yes ☐ No

2.15 Are eating and drinking ever permitted in:

Temporary exhibition galleries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Temporary exhibition storage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Receiving area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Temporary exhibition preparation area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:		

2.16 Do you make routine inspections for rodent, insect and microorganism problems?

☐ Yes ☐ No

If yes, describe means and frequency:

2.17 Do you undertake routine extermination/fumigation procedures? ☐ Yes ☐ No

If yes, describe methods, products used, and frequency:

Describe what course of action you would take if and when an infestation occurs:

2.18 Please supply details of how the exhibition area is managed during an exhibition with regard to routine lamp replacement, cleaning procedures, and checking of equipment:

Shipping and Receiving

2.19 What are your normal receiving hours? ____

2.20 Can you accommodate a delivery at times other than these hours? ☐ Yes ☐ No

2.21 How are large shipments received?

2.22 What is the largest size vehicle your loading area will accommodate (if it pertains to the loan objects in question)?

2.23 Do you have (or have access to) the following? Please "x" all that apply and provide requested details if they relate to the loan item(s) in question.

<input type="checkbox"/> Shipping/receiving door	(dimensions: H ____ W ____)
<input type="checkbox"/> Raised loading dock	(height from ground: ____)
<input type="checkbox"/> Dock leveler	
<input type="checkbox"/> Forklift	(weight capacity: ____)
<input type="checkbox"/> Hydraulic lift	(weight capacity: ____)
<input type="checkbox"/> Crane	(weight capacity: ____)
<input type="checkbox"/> Ramp	(length: ____)
<input type="checkbox"/> Scaffolding	(height: ____)
<input type="checkbox"/> Other	(specify: ____)

2.24 What is the maximum size crate your shipping/receiving door can accommodate?
(H ____ W ____ D ____)

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

2.24 If you do not have a shipping/receiving door or a raised dock, how do you receive shipments?

(Describe loading area and indicate on attached floor plan)

2.26 Is your loading area: ☐ Sheltered ☐ Enclosed ☐ Neither

2.27 Describe security precautions taken in your loading area:

2.28 Do you have a secure receiving area separate from the loading area? ☐ Yes ☐ No
(Dimensions: L ___ W ___ Ceiling H ___)

If yes, is this area used only for exhibition objects? ☐ Yes ☐ No

If not, please describe other uses.

2.29 How is access to the receiving area controlled?

2.30 Where do you usually unpack/repack/prepare objects for exhibition?

(Indicate by numbering all appropriate items in priority order, with 1 being the space most frequently used.)

<input type="checkbox"/> Receiving room	<input type="checkbox"/> Exhibition galleries
<input type="checkbox"/> Exhibition preparation room	<input type="checkbox"/> Storage area
<input type="checkbox"/> In-house packing facility	<input type="checkbox"/> Outside packing facility

2.31 Do you utilize an off-site packing/preparation facility? ☐ Yes ☐ No

If yes, indicate the most appropriate description:

<input type="checkbox"/> Museum property	<input type="checkbox"/> Commercial space contracted as needed
<input type="checkbox"/> Rented commercial space	<input type="checkbox"/> Other (specify)

Indicate distance from your institution:

What is the mode of transportation between the two facilities?

Does a professional museum staff member always supervise packing/unpacking?
☐ Yes ☐ No

What is the title of the staff person responsible?

2.31 Where do you usually store loaned objects before they are installed?

(Indicate by numbering all appropriate items in priority order, with 1 being the space most frequently used.):

<input type="checkbox"/> Receiving room	<input type="checkbox"/> Exhibition galleries
<input type="checkbox"/> Exhibition preparation room	<input type="checkbox"/> Storage area
<input type="checkbox"/> In-house packing facility	<input type="checkbox"/> Outside packing facility

2.33 Do you have a freight elevator? ☐ Yes ☐ No

Interior dimensions: L ___ W ___ Ceiling H

Load capacity:

BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

Storage

2.34 Do you have a secured storage area for temporary exhibition objects? ☐ Yes ☐ No

Interior dimensions: L ____ W ____ Ceiling H ____

Dimensions of door: H ____ W ____

Is it: Separate from your permanent collection storage ☐ Yes ☐ No
 Locked ☐ Yes ☐ No

Alarmed ☐ Yes ☐ No

Climate-controlled ☐ Yes ☐ No
(See Section 3 for detailed environmental information)

Who has access/keys?

How is access controlled?

2.35 Do you have fire detection and/or suppression systems in your temporary exhibition object storage area?
(See Section 4 for detailed information on fire protection) ☐ Yes ☐ No

Describe:

2.36 Do you have a highly secured storage area for precious small temporary exhibition objects? ☐ Yes ☐ No

If yes describe:

2.37 Where do you store empty crates? ("x" all appropriate)

☐ On-premises ☐ Off-premises

If on-premises, is area: ☐ temperature-controlled
☐ pest-controlled
☐ humidity-controlled

If off-premises, is area: ☐ temperature-controlled
☐ pest-controlled
☐ humidity-controlled

3. ENVIRONMENT

Heating and Air Conditioning

3.1 Is your environmental control system in operation 24 hours a day, 7 days a week including times when the museum is closed?

☐ Yes

☐ No

Is there a back-up system for your environmental control system?

☐ Yes

☐ No

If yes, how long can it operate?

3.2 Indicate the type and location of your environmental control systems ("x" all appropriate):

	Temporary Exhibition Storage	Temporary Exhibition Gallery	Throughout Building
Centralized 24-hour temperature control system			
Centralized 24-hour humidity control system			
Centralized 24-hour filtered air			
Simple air conditioning (window units)			
Simple heating			

3.3 Describe cooling system:

	Type	Year Installed or Upgraded
In temporary exhibition galleries		
In temporary exhibition storage		

3.4 Describe heating system (i.e., convection, forced air, solar):

	Type	Year Installed or Upgraded
In temporary exhibition galleries		
In temporary exhibition storage		

3.5 Are portable heating devices used anywhere in your facility?

☐ Yes

☐ No

If so, what kind and where?

3.6 Describe humidity control equipment:

	Type	Year Installed or Upgraded
In temporary exhibition galleries		
In temporary exhibition storage		

3.7 Do you use any additives (i.e. corrosion-inhibitors, water treatments) in your humidification system?

☐ Yes

☐ No

If yes, explain:

ENVIRONMENT (cont.)

3.8 Who monitors and services the environmental systems?

- ☐ Staff
- ☐ On maintenance contract
- ☐ Called repair as needed

3.9 How often are the environmental systems monitored and serviced?

3.10 What are the recorded temperature and relative humidity ranges in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer				
In Fall/Winter				

3.11 What is the maximum usual variation percentage within a 24-hour period in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer				
In Fall/Winter				

3.12 Who responds to environmental control system problems?

- ☐ In-house personnel
- ☐ Contractor
- ☐ Other (please specify):

3.13 Are records of the variations in temperature and relative humidity kept? ☐ Yes ☐ No

3.14 Do you have the ability to adjust your temperature and relative humidity levels to meet the needs of different types of objects? ☐ Yes ☐ No

3.15 How many of each of the following do you have available and how often are they calibrated?

	Number available	Frequency of calibration
Recording hygrothermographs		
Psychrometers		
Hygrometers		

3.16 Do you monitor and record temperature and relative humidity levels on a regular basis in:

- Temporary exhibition galleries? ☐ Yes ☐ No
- Temporary exhibition storage spaces? ☐ Yes ☐ No
- Display cases containing environmentally sensitive material? ☐ Yes ☐ No

If yes, by what means: ☐ Recording hygrothermographs
☐ Other (specify):

Indicate frequency:

Who is responsible for monitoring these levels?

ENVIRONMENT (cont.)

3.17 Are the environmental conditions in temporary exhibition galleries: ("*x*" *the most appropriate*)

- ☐ Individually controlled
☐ All controlled as part of the entire building or with several other rooms

3.18 Are the temporary exhibition storage areas: ("*x*" *the most appropriate*)

- ☐ Individually controlled
☐ All controlled as part of the entire building or with several other rooms

3.19 How closely are loan objects positioned to heating, air conditioning, or humidification vents or units?

Describe:

Lighting

3.20 What type of lighting do you utilize in the temporary exhibition galleries? ("*x*" *all appropriate*)

- | | |
|---|---|
| <input type="checkbox"/> Daylight | <input type="checkbox"/> Fluorescent |
| <input type="checkbox"/> Windows | <input type="checkbox"/> UV Filtered |
| <input type="checkbox"/> UV filtered | <input type="checkbox"/> Incandescent |
| <input type="checkbox"/> Equipped with shades or drapes | <input type="checkbox"/> Tungsten |
| <input type="checkbox"/> Skylights | <input type="checkbox"/> Iodide |
| <input type="checkbox"/> UV filtered | <input type="checkbox"/> Quartz |
| <input type="checkbox"/> Equipped with shades or drapes | <input type="checkbox"/> Other (<i>specify</i>) |

3.21 Do you have a light meter? ☐ Yes ☐ No

If yes, what type:

Do you have a UV meter? ☐ Yes ☐ No

3.22 How low can you adjust your light levels (# of foot-candles)?

3.23 Is your institution capable of building vitrines with special requirements upon request?
☐ Yes ☐ No

3.24 Are display cases equipped with dust filters? ☐ Yes ☐ No

3.25 Are display cases ever internally lit? ☐ Yes ☐ No

If yes, what type of lighting is used in the display cases ("*x*" *all appropriate*):

- ☐ Fluorescent ☐ Incandescent ☐ UV filtered ☐ Fiber optic

3.26 Are objects in display cases safeguarded against ultraviolet rays and heat build-up from interior lights? ☐ Yes ☐ No

If yes, how: ____

4. FIRE PROTECTION

Contact your local fire department or municipal building department for assistance, if necessary, in answering questions 4.1 and 4.2 and 4.15.

4.1 What is the fire rating of your building (e.g., A1)?

4.2 Is the entire building protected by a fire and/or smoke detection/alarm system? ☐ Yes ☐ No

If yes, indicate type (ion detectors, etc.):

If no, describe areas not protected:

4.3 Do your institution's fire detection/alarm systems employ components listed by Underwriters Laboratories? ☐ Yes ☐ No

Are the systems installed according to UL standards? ☐ Yes ☐ No

4.4 Are all emergency exit doors equipped with alarms? ☐ Yes ☐ No

If yes, indicate type:

Do doors automatically unlock when a fire alarm is activated? ☐ Yes ☐ No

4.5 How are the systems checked?

By whom?

How frequently?

4.6 How is the fire/smoke detection/alarm system activated? ("x" all appropriate)

	Temporary Exhibition Galleries	Temporary Exhibition Storage Areas
Self-activated heat detection		
Self-activated smoke detection		
Control panel		
Manual pull stations		
Water flow switches in sprinkler system		

4.7 Who does your fire alarm system alert? ("x" all appropriate)

- ☐ In-house central station (proprietary system)
- ☐ In-house audible devices
- ☐ Local fire station--direct line
- ☐ UL/FM-approved central station (specify company)
- ☐ Other (specify)

FIRE PROTECTION (cont.)

4.8 Indicate the type(s) of fire suppression system(s) in operation where loaned object(s) will be **received, stored** and **exhibited**: ("x" all appropriate)

Sprinklers

	Received	Stored	Exhibited
Wet pipe			
Dry pipe			
Delayed action			
Pre-action			
Other			

Location(s):

Year installed

Are the staff and guards trained in shut-off procedures?

☐ Yes

☐ No

Gaseous fire suppression systems

	Received	Stored	Exhibited
Halon			
Clean agent			
Other			

Location(s)

Year installed

Fire hose cabinets per local fire code

Received	Stored	Exhibited

Are fog nozzles installed?

☐ Yes

☐ No

Portable fire extinguishers

Received	Stored	Exhibited

Specify type (e.g., pressurized water, carbon dioxide, dry chemical, foam, Halon, acid, other)

4.9 How often are portable extinguishers tested?

4.10 How frequently is the staff trained in the use of portable fire extinguishers?

4.11 In what areas and under what conditions is smoking allowed in your building?

4.12 How far is your institution from the local fire station?

4.13 How long does it take the fire department to arrive at your facility in response to an alarm?

4.14 How far is your building from the nearest fire hydrant?

FIRE PROTECTION (cont.)

4.15 Is your local fire station staffed 24 hours a day? ☐ Yes ☐ No

What is the town class number for the fire department? (NB 4, NB 5, NB 9)?

Is there an on-site fire brigade? ☐ Yes ☐ No

Has the fire department visited your facility and met with you to pre-plan a course of action should a fire occur at your facility? ☐ Yes ☐ No

Date of the last visit by the fire department for pre-planning:

4.16 Do you have an established fire emergency procedure? ☐ Yes ☐ No

If yes, how frequently is the staff trained in this procedure?

5. SECURITY

Guards and Access

5.1 Do you have 24-hour human guard security (as opposed to periods of electronic-only surveillance)? ☐ Yes ☐ No

If no, would your institution be willing to hire additional guards, if required? ☐ Yes ☐ No

5.2 What type of security personnel does your institution utilize? ("x" all appropriate)

- ☐ Security employees of your institution
- ☐ Other staff
- ☐ Contractors from an outside service company Name of company
- ☐ Students
- ☐ Volunteers/docents
- ☐ Other (specify)

5.3 Do you have a trained security supervisor in charge at all times? ☐ Yes ☐ No

5.4 Are your security personnel specially trained for your facility? ☐ Yes ☐ No

If yes, briefly explain the extent and duration of their training:

5.5 Are your guards ("x" all appropriate)

- ☐ Armed? ☐ Radio-equipped?
- ☐ Pager-equipped? ☐ Phone-equipped?
- ☐ Other (specify)

5.6 Do you conduct background checks on guards prior to hiring? ☐ Yes ☐ No

Do you perform honesty testing on prospective or new employees? ☐ Yes ☐ No
Do you perform background checks on prospective or new employees? ☐ Yes ☐ No

5.7 Indicate the number of guards normally on duty:

	Throughout Building		In Temporary Exhibition Galleries	
	Stationary	Patrolling	Stationary	Patrolling
During public hours (day/evening)				
When closed to the				

public, but open to staff				
During closed hours				

5.8 How many galleries are assigned to each guard?

5.9 Is a guard assigned during installation and deinstallation? ☐ Yes ☐ No

If no, can one be, if required? ☐ Yes ☐ No

How is access restricted during installation and deinstallation of temporary exhibitions?

5.10 How often are temporary exhibition galleries checked when closed?

By whom?

How is the frequency of these checks ensured (e.g., checkpoint system, etc)?

5.11 How often are "checklist" checks made of the objects in temporary exhibitions?

Who is responsible for these checks?

5.12 Do you make a photographic record of objects within each temporary exhibition gallery? ☐ Yes ☐ No

5.13 Do you maintain records on internal movement and relocation of borrowed objects? ☐ Yes ☐ No

5.14 Are security personnel stationed at all entrances and exits to the building during open hours? ☐ Yes ☐ No

If no, explain:

5.15 Indicate the positions/titles of those individuals authorized to sign for the removal of museum objects from the building:

5.16 Is every object entering or leaving the building signed in and out by security personnel? ☐ Yes ☐ No

5.17 Are the contents of bags, briefcases, etc. checked upon entering and exiting? ☐ Yes ☐ No

Is there a handcarry size restriction? ☐ Yes ☐ No

If yes, what is it?

What is your policy on use of tripods in temporary exhibition galleries?

5.18 Do you have a sign-in/sign-out procedure for guards and after-hours personnel? ☐ Yes ☐ No

5.19 How many staff members have keys to exterior doors?

Specify positions/titles:

5.20 Are exterior perimeter checks of the building carried out? ☐ Yes ☐ No

If yes, by whom and how frequently? ____

SECURITY (cont.)

5.21 Do your staff (paid and volunteer) and special guests wear identifying badges when in non-public areas of your building? ☐ Yes ☐ No

5.22 Do you have an emergency response plan? ☐ Yes ☐ No

Do you have a disaster recovery plan? ☐ Yes ☐ No

Please list the date of the last revision **for each**:

If your institution utilizes such plans, how frequently is the staff trained in their implementation?

5.23 What emergency procedures are observed in the case of theft or vandalism?

Physical and Electronic Systems

5.24 Do you have an electronic security alarm system in operation throughout the building? ☐ Yes ☐ No

If no, specify which areas are **not** protected:

5.25 What types of detection equipment are in operation ("*x*" *all appropriate*)

- | | |
|--|--|
| <input type="checkbox"/> Magnetic contacts | <input type="checkbox"/> Microwave motion detectors |
| <input type="checkbox"/> Photo electric beams | <input type="checkbox"/> Passive infrared motion detectors |
| <input type="checkbox"/> Ultrasonic motion detectors | <input type="checkbox"/> Pressure mats on switches |
| <input type="checkbox"/> Sonic sensors | <input type="checkbox"/> Closed circuit TV |
| <input type="checkbox"/> Break glass sensors | <input type="checkbox"/> Water detection devices |
| <input type="checkbox"/> Other (specify) ____ | |

5.26 Is your institution's security system certified by Underwriters Laboratories? ☐ Yes ☐ No

Are its components listed by UL? ☐ Yes ☐ No

5.27 Where does your detection system sound an alarm? ("*x*" *all appropriate*)

- ☐ Proprietary central station
- ☐ Local audible alarms
- ☐ Local police--direct line (*if ALL systems do not automatically register at the police station, indicate which ones do not*)
- ☐ UL/FM central station (*specify company*)
- ☐ Other (*specify*)

SECURITY (cont.)

5.28 Do exterior doors open directly into the temporary exhibition area? ☐ Yes ☐ No

If yes, indicate locking mechanism:

5.29 Are there windows in the temporary exhibition area? ☐ Yes ☐ No

If yes, what type of physical security (e.g., bars, gates, mesh) protects them?

5.30 Are all the building's exterior openings (including entry/exit doors, windows, roof doors and air ducts) secured and alarmed? ☐ Yes ☐ No

If no, explain:

5.31 How are your security systems tested?

How often?

Who undertakes these tests?

5.32 Are tests conducted to determine the adequacy and promptness of human response to alarm signals? ☐ Yes ☐ No

If yes, how frequently? ____

5.33 Are records kept of all alarm signals received, including time, date, location, action taken and cause of alarm? ☐ Yes ☐ No

Who is responsible for keeping these records?

5.34 How are fragile, small or extremely valuable objects protected?

Check all appropriate:

- ☐ Acrylic vitrines
- ☐ Glass vitrines
- ☐ Wall/permanent cases
- ☐ Free-standing cases (*specify construction*):
- ☐ Locked cases
- ☐ Cases secured with exposed screws
- ☐ Cases secured with covered screws
- ☐ Cases secured with security screws
- ☐ Cases with sealed seams
- ☐ Alarmed cases (specify type)
- ☐ Other (specify)

If none of the above, is your museum willing to borrow or construct secure cases?

☐ Yes ☐ No

5.35 How are small wall-mounted objects affixed to the wall to deter theft? (e.g., security plates, etc.)

5.36 What hardware is used to hang large, framed works?

5.37 Can framed objects be individually alarmed, if required? ☐ Yes ☐ No

5.38 Indicate methods utilized to deter public access to large exposed objects:

6. HANDLING AND PACKING

6.1 Do you have personnel available for loading and unloading? ☐ Yes ☐ No

If yes, how many? ____

6.2 Do you have staff specially trained to pack and unpack objects? ☐ Yes ☐ No

If yes, how many?

Supervised by whom?

What type of training is provided?

Do volunteers or interns handle borrowed objects? ☐ Yes ☐ No

If yes, how are they trained and who supervises their work?

6.3 Are written incoming and outgoing condition reports made on all objects? ☐ Yes ☐ No

If yes, by whom?

6.4 When do staff use gloves for handling objects?

6.5 Is matting and framing carried out by your staff? ☐ Yes ☐ No

If no, indicate by whom:

6.6 Does your institution have a van or truck appropriate for transporting loan objects? ☐ Yes ☐ No

If yes, provide dimensions of: Door (H ____ W ____)

Interior (L ____ W ____ Ceiling H ____)

Is the vehicle ("x" all appropriate):

- ☐ Air-ride
- ☐ Climate controlled
- ☐ Equipped with an alarm system
- ☐ Equipped with movable straps
- ☐ Equipped with lift gate

6.7 For the movement of objects, which companies (either air or ground) have given consistently good and conscientious service to your institution?

[illegible]

7. INSURANCE

7.1 Which company provides insurance for your institution?

Broker's name:

Address:

Telephone number:

Fax number:

7.2 How long have you carried insurance with this company?

7.3 What coverage does your policy for borrowed objects provide? Please "x" all that apply:

- ☐ All-risk museum coverage, wall-to-wall (while on exhibit and in transit), subject to the standard exclusions
- ☐ Coverage against burglary and theft
- ☐ Coverage against fire
- ☐ Coverage against rising water and water damage
- ☐ Coverage against natural disasters (i.e., earthquake)
- ☐ Coverage against mysterious disappearance
- ☐ Coverage against employee dishonesty

7.4 What are the applicable non-standard exclusions of your policy affecting loans?

7.5 What are the deductible limits of coverage for borrowed objects?

7.6 Have there been any individual damages or losses over \$5,000 to permanent, loaned or borrowed collections incurred during the last three years (whether or not a claim was filed)? ☐ Yes ☐ No

If yes, state the date of damage or loss, circumstances and cause, extent of the damage or loss, whether there was litigation or subrogation to determine blame or negligence (add additional sheet, if necessary).

What precautions have now been undertaken to prevent any further incidents?

8. LOAN HISTORY

8.1 List several temporary exhibitions you have recently hosted:

Exhibition Title/Organizing Institution	Year

8.2 List other institutions you have borrowed from recently:

Name of Institution	Object Type	Year

9. ADDITIONAL INFORMATION AND COMMENTS

10. **VERIFICATION AND RESPONSIBILITY**

THE UNDERSIGNED IS A LEGALLY AUTHORIZED AGENT FOR THE SUBJECT INSTITUTION AND HAS COMPLETED THIS REPORT. THE INFORMATION INDICATED PROVIDES A COMPLETE AND VALID REPRESENTATION OF THE FACILITY, SECURITY SYSTEMS AND CARE PROVIDED TO OBJECTS (BOTH OWNED AND BORROWED).

Signature _____

Typed Name

Title

Date

PLEASE SIGN AND DATE BELOW TO INDICATE THAT THE INFORMATION PROVIDED IN THIS DOCUMENT HAS BEEN REVIEWED FOR ACCURACY AND HAS BEEN UPDATED WHERE NECESSARY WHEN IT IS REISSUED.

SUBSEQUENT REVIEWS:

Signature	Title	Date
Signature	Title	Date
Signature	Title	Date
Signature	Title	Date

**WYOMING STATE MUSEUM
CONSERVATION LABORATORY**

**CONDITION ASSESSMENT FORM
HANDLING & STORAGE REQUIREMENTS**

Borrowing Institution/Site:
Dates of Loan:

Accession Number:
Object:
Material:

Condition on Arrival at Borrowing Institution/Site:
(See the attached condition report and the enclosed photographs.)

Same: Changed:

Note: If any change/damage from transit is observed or suspected, contact the WSM registrar or conservator immediately, and describe the change/damage here:

Name of Examiner: _____ Date: _____

Requirements for Handling and Display at Borrowing Institution:

Condition on Departure from Borrowing Institution/Site:

Same: Changed:

Note: If any change/damage is observed or suspected before packing, contact the WSM registrar or conservator immediately, and describe the change/damage here:

Name of Examiner: _____ Date: _____

Condition on Return to Wyoming State Museum:

Same: Changed:

Remarks:

Name of Examiner: _____ Date: _____

WYOMING STATE MUSEUM
Barrett Building
2301 Central Avenue
Cheyenne, WY 82002

Registration: (307) 777-5426
FAX: (307) 777-5375
Curator: (307) 777-5427

CONDITION REVIEW FOR LOAN RENEWAL

Borrowing Institution/Site:

Beginning Date of Loan:

Beginning Date of Current Renewal:

Accession Number:

Object:

CONDITION AT BORROWING INSTITUTION/SITE:

(Please compare the current appearance of the object with the condition report and/or photographs provided by the WSM, and mark the appropriate box.)

Same ☐ **Changed** ☐

NOTE: If any change/damage is observed or suspected during this review, describe it here.

Name of Examiner: _____ **Date:** _____

RECOMMENDATIONS FOR HANDLING AND DISPLAY:

******PLEASE RETURN A COPY OF THIS FORM TO THE WSM AFTER COMPLETING THE REVIEW.******



Department of State Parks & Cultural Resources
Wyoming State Museum/State Historic Sites
Barrett Building, 2301 Central Avenue
Cheyenne, Wyoming 82002

Telephone: (307) 777-7022 Fax: (307) 777-5375
e-mail: wsm@state.wy.us

COLLECTIONS ACCESS REQUEST FORM

Please note: a minimum of three weeks advance notice is required for access to any collection. Requests to access a large number of artifacts requires additional notice.

Date _____

Name/Organization _____

Address/Telephone/e-mail _____

Reason for Access:

Publication	_____	Identification/Comparison	_____
Loan Request	_____	Commercial Venture	_____
Academic paper	_____	Other	_____

Explanation _____

Access Requested: Study Stored Objects _____
 Draw Objects _____ Photograph Objects _____

I am requesting access to the following artifacts:
(please be specific - continue on reverse if necessary)

Dates Available for Your Visit: _____

I agree to exercise due care in handling any object(s) in the Wyoming Department of State Parks and Cultural Resources collections and to assume full responsibility for any damage, accidental, or otherwise that may result from my use of collections material.

I agree to abide by all department policies and rules.

Requestor's Signature _____ Date _____

For Staff Use Only

Date Received	_____	Type of Access Granted	_____
Access Approved	_____		
Not Approved	_____		

Conditions_____

Historic Site Curator/State Museum Collections Staff Signature

Continuation of Artifact List

Requestor's Initials _____



Staff Initials _____

Department of State Parks & Cultural Resources
Wyoming State Museum
Barrett Building, 2301 Central Avenue
Cheyenne, Wyoming 82002

Telephone: (307) 777-5426 Fax: (307) 777-5375
e-mail: dschul@state.wy.us

IMAGE USE AGREEMENT

By signing this form, I agree that I will use the artifact image(s) listed below, from the collections of the Wyoming Department of State Parks and Cultural Resources, for research purposes or personal use only. I will not reproduce these photographs, publish them in print or on the internet, or use them in any form of media presentation unless permission is granted in written form from the Wyoming Department of State Parks and Cultural Resources. Failure to comply with the above terms and conditions will result in denial of future access to the state's artifact collection. The Wyoming Department of State Parks & Cultural Resources cannot, does not, and will not warrant or represent that it owns all of the copyrights to the photographs listed. It can only warrant to you that the State is the owner of the objects depicted in the photographs/images. If you have any questions concerning the copyright of any of the images, you must independently make a determination as to whether any third party is claiming to own the copyright to same and you should not rely on representation expressed or implied by the Wyoming Department of State Parks & Cultural Resources other than this representation to you that these objects are a part of the collections of the State of Wyoming.

User Signature: _____

Date: _____

User Name (please print): _____

Institution: _____

–

Address: _____

Telephone/fax/e- mail: _____

Approved by: _____

Date: _____



Department of State Parks & Cultural Resources
Wyoming State Museum/State Historic Sites
Barrett Building, 2301 Central Avenue
Cheyenne, Wyoming 82002

Telephone: (307) 777-7022 Fax: (307) 777-5375
e-mail: wsm@state.wy.us

PERMISSION TO PUBLISH CONTRACT

Subject to the following terms and conditions, I/we request permission to reproduce images of the following artifacts from the collections maintained by the Wyoming Department of State Parks & Cultural Resources, in the published work(s) specified below.

<u>Accession Number</u>	<u>Description</u>	<u>Format & Size Requested</u>
-------------------------	--------------------	------------------------------------

(continue on reverse if necessary)
CONDITIONS

1. Permission is granted for ONE TIME NON-EXCLUSIVE USE ONLY. Images may not be re-used without written permission. Contact the Registrar, Wyoming State Museum.
2. A credit line is required and MUST be included with each image reproduced. It must state: "Wyoming State Museum, Department of State Parks and Cultural Resources" or the Historic Site at which the object is located and the department name. In the case of motion pictures or television, the credit line must be listed in the credits at the end of the film or program. The person(s) requesting permission for the use of photographs will be responsible for the proper credit line.
3. If the image(s) is printed, the Wyoming State Museum or appropriate Historic Site must be provided with a copy of the publication containing the artifact image(s) listed above.
4. Copies or prints of these images may not be deposited or placed on file in any other repository without written permission. Contact the Registrar, Wyoming State Museum.
5. The person ordering the image(s) will be responsible for accurate reproduction. Written permission must be granted for manipulation that alters the image(s) in any way including, but not limited to, cropping, colorization, overprinting, or digital alteration.

I agree to the conditions specified above:

Signature: _____

Date _____

Name (Please Print) _____

Institution/Organization _____ Address _____

Telephone/e-mail _____ PURPOSE

OF USE:

<input type="checkbox"/> Motion picture	<input type="checkbox"/> Magazine/Journal
<input type="checkbox"/> Television	<input type="checkbox"/> Display or Exhibit
<input type="checkbox"/> Book	<input type="checkbox"/> Other
<input type="checkbox"/> Newspaper	

Name of Publication/Presentation in which photograph(s) will be used:
Publisher _____

Proposed Release Date _____

Failure to comply with the above terms and conditions will result in denial of future access to the state’s artifact collection. **The Wyoming Department of State Parks & Cultural Resources cannot/does not, and will not warrant and represent that it owns all of the copyrights in the described photographs.** It can only warrant to you that the State is the owner of the objects depicted in the photographs/images. If you have any questions concerning the copyright of any of the images, you should independently make a determination as to whether any third party is claiming to own the copyright to same and you should not rely on representation expressed or implied by the Wyoming Department of State Parks & Cultural Resources other than this representation to you that these objects are a part of the collections of the State of Wyoming.

Approved by Historic Site Curator/Supervisor of Collections:

Date: _____

WSM.10 11/01

Accession Number

Description

Format & Size Requested

Requestor's Initials _____

Staff Initials _____

(Please note: every person who enters this space should sign in or should be signed in by staff.)

(Please note: every person who enters this space should sign in or should be signed in by staff.)

[illegible]