

Capitol Curation Policy Background

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Proposed Building and Capitol Complex Art, Memorial, Interpretive Exhibits/ Displays and Historic Significance Management Policy

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The Purpose of this policy is to establish an advisory committee to evaluate and make recommendations to the State building Commission (SBC) regarding the loan, purchase, donation, placement and maintenance of works of art, interpretive exhibits or displays and memorials located within the capitol building and capitol complex, and to ensure the preservation of the historic character and architectural integrity of the capitol building and the capitol complex. The State Building Commission is the final governing authority over all matters addressed within this management policy.

The goals of the evaluation process are to articulate a standard that exemplifies the enduring cultural and historical values the State capitol and capitol complex represent to the citizenry of Wyoming.

The State Capitol and Capitol Complex Advisory Committee shall be, chaired by a member of the SBC, appointed by the Governor and will be composed of the following: (1) one member appointed by the Speaker of the House of Representatives whom shall be a member of the house of representatives, (1) one member appointed by the President of Senate whom shall be a member of the senate, (1) one member appointed by the Governor to represent the executive branch, (1) one member shall be the director of the Department of Administration and Information or his/her designee, (1) one member shall be the manager of the Wyoming Arts Council or his/her designee, (1) one member shall be the manager of the Wyoming State Museum or his/her designee, (1) one member shall be the president of the Wyoming State Historical Society or his/her designee, (1) one member shall be the State Historic Preservation Officer or his/her designee, (2) two members shall be Wyoming citizens appointed by the Governor. The Governor, the President of the Senate and the Speaker of the House may, at their discretion, serve as ex officio, nonvoting members of the committee.

Organization of the Advisory Committee

The committee shall meet at least once per year and more frequently as necessary to fulfill the committee's obligations. A simple majority of the committee shall be considered a quorum. The committee's public members shall be reimbursed for actual and necessary expenses.

The Division of Cultural Resource within the Wyoming Department of State Parks and Cultural Resources will provide administrative support for the work of the committee including administering all policies and procedures established by the committee, coordinating committee meetings, coordinating communication between parties making proposals or recommendations for art, monuments and exhibits/displays and providing all other administrative support as required. The Cultural Resources Division Administrator will designate the appropriate agency staff necessary to carry out these duties.

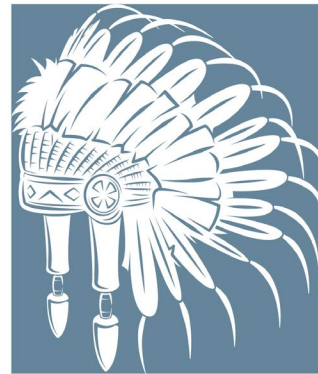
Duties of the Advisory Committee

The committee shall develop criteria and procedures for acceptance, replacement and maintenance of donated or loaned art, monuments or interpretive exhibits/displays in the State capitol and the capitol complex. The committee shall develop criteria and procedures for any plans to restore, redecorate, and/or reconstruct space within the public areas of the capitol and capitol complex to maintain and enhance their original and historic elements. These criteria and procedures will be submitted to the SBC for approval.

The criteria and procedures the committee establishes will, at a minimum, address:

1. Aesthetic considerations of art, monuments or exhibits/displays (high quality, appropriate style, scale, material, form and content),
2. Recognition of the desire to preserve the historic nature of the capitol and capitol complex,
3. The permanence and durability of art, monuments or exhibit/displays,
4. The proper function and use of public areas,
5. The susceptibility of art, monuments or exhibits/displays to vandalism and the ongoing cost of maintenance,
6. Recognition that approving art, monuments or exhibits/displays may set precedent in considering future requests,
7. The adequacy of funding for proposed art, monuments or exhibits/displays including installation, framing or base, maintenance, etc.,
8. Recognition of the events and persons significant in the State's history,
9. The necessity of providing proper placement of all art, monuments or exhibits/displays,
10. Major restoration, redecoration and reconstruction of public space,
11. Application procedures for art, monuments or exhibits/displays,
12. Procedures for accessioning and maintenance of art, monuments or exhibits/displays,
13. Procedures for advertising and providing for public awareness of all criteria and procedures,
14. Procedures for documenting, accessioning and providing maintenance for existing art, monuments or exhibits/displays,
15. Procedures for making timely recommendations to the State Building Commission for their consideration.

Collections Management Policy



WYOMING STATE MUSEUM

**Approved by the Director of the Wyoming Department
of State Parks & Cultural Resources
3/17/2022**

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I. Introduction

A. Statement of Purpose

The Collections Management Policy for the Wyoming State Museum is the guiding document for managing artifact collections owned by the state of Wyoming on behalf of the people of Wyoming. The Collections Management Policy delineates the types of artifacts collected; the conditions and methods by which materials will be accessioned and deaccessioned; the principles governing use of the collections and records; outgoing and incoming loan procedures; and an ethics policy.

B. Background of Collections

The Wyoming State Museum was founded in 1871 as a Territorial Library; maintained by statute in 1890; and reorganized in 1895 as the Wyoming Historical Society. The first Wyoming State Museum curator was appointed in 1951. The collections are determined by Wyoming Statutes 9-3-962 (changed to 9-2-414) and 9-3-981 (changed to 9-2-404). These statutes were amended by 9-2-2001, which gave the authority held by the Archives, Museums and Historical Department to the Parks and Cultural Resources Division of the Department of Commerce. In 1995, the Department of Commerce was internally reorganized to separate the Cultural Resources Division from the Parks and Historic Sites Division, and the historical section of the state museum was transferred to the Wyoming State Archives. In 1999, the Department of Commerce was reorganized as the Wyoming Department of State Parks and Cultural Resources. As of 2011, artifacts donated to the Wyoming State Museum were managed separately from those donated to the State Historic Sites.

The above statutes relating to the state museum's collections authorize the acquisition, through gift, bequest, donation, purchase, or otherwise, of archaeological, ethnological, historical, and natural history material, works of art, books, manuscripts, and other personal property of historic value. The Wyoming State Museum is also charged to preserve, repair and exhibit the material in an orderly and educational manner and to operate and maintain institutions for the housing and care of these materials. The more recent State Statute, 36-4-104 describes "Powers; interpretive service agreements. (a) The department of state parks and cultural resources, in consultation with the commission, may, subject to the provisions of this act: (iv) Accept any gifts or grants for archives, museums and historical purposes; (v) Deaccession artifacts from the state's collection."

II. Mission Statement

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

A. The importance of the development and preservation of the collection is based

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

III. Responsibilities for Collections Care

In this document, "collections staff" refers to the Wyoming State Museum's Supervisor of Collections, Collections Curator, and Registrar.

A. Collections Management

1. The day-to-day care of artifacts, adherence to professionally recognized collections management standards, and enforcement of this policy are primarily the responsibility of the Wyoming State Museum's collections staff; although all museum staff should be aware of this policy and adhere to it as well.
2. Collections staff are responsible for ensuring proper care of artifacts maintained in the Permanent, Capitol Art (CAPA), Wyoming Legislative Artwork Program (WYLA), and Art Prop (APRO) collections, which includes overseeing and following proper storage, handling, and exhibition techniques.
3. The collections staff is responsible for seeking and handling donations or transfers, selecting purchases, and making recommendations to the Acquisition Committee concerning acceptance or refusal of additions to the permanent collection.
4. Collections staff should update collecting plans to complement the collections management policy. Staff will evaluate collections to determine range and quality. They will make efforts to fill gaps or augment existing collections.
5. Collections staff will also use the collecting plans to guide recommendations for deaccessions in accordance with this policy.
6. Collections staff will utilize the collections care manual for further information about artifact handling, environmental monitoring, integrated pest management, and emergency procedures.
7. The curator of education is responsible for acquiring and managing artifacts held in the education collection. However, the registrar will complete and file donation paperwork for the education collection.

B. Records Management

1. Such records as are necessary to establish title, and physical and intellectual control of collections maintained by the Wyoming State Museum will be created and overseen by the museum registrar. Accession and catalog records will be maintained in the registrar's office and on a computerized database. Accession numbers will be assigned by the registrar.
2. The registrar should regularly update a registrar's manual to augment this policy with further specifics relating to collections management, such as procedures for artifact numbering, cataloging, preparing forms, inventories, etc.
 - a. Inventories are accessible via PastPerfect. Copies will also be placed with the artifacts in storage and in notebooks stored in the registrar's office.
 - b. A complete inventory will be initiated every ten years. Spot inventories will be done every three years.

C. Committees

1. The *Wyoming State Museum Acquisition Committee* will meet monthly to review and make recommendations for proposed acquisitions and deaccessions for the state museum's collections. This committee will include at least five Wyoming State Museum staff members selected by the museum director.
2. The *Museum Representatives of the State Parks and Cultural Resources Commission* (SPCR) will review the recommendations from the Acquisition Committee and provide their recommendations for the SPCR Department Director. There are generally three members of the commission who are assigned to the museum. These members will review a list of proposed accessions and deaccessions prepared by the Wyoming State Museum registrar after each Acquisition Committee meeting. Copies of the lists sent and e-mail responses from the SPCR Museum Committee Representatives will be kept on file by the registrar.
3. The State Parks and Cultural Resources Director will have final approval for acquisitions and deaccessions. He/she or their representative will sign acquisition and deaccession forms.

D. Fiscal Accountability of Collections

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

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

IV. Scope of Collections

The Wyoming State Museum collects, preserves, and interprets a wide variety of artifacts. These collections are representative of life in Wyoming from prehistoric times to the present. The Wyoming State Museum currently maintains the following types of artifacts in the state's collections and will continue to collect the following categories and subcategories as defined by *Nomenclature for Museum Cataloging* by Robert G. Chenhall.

- A. Structures buildings (on a very limited basis due to storage constraints), building components, other structures, and site features.
- B. Building Furnishings including bedding, floor coverings, furniture, household accessories, lighting devices, plumbing fixtures, temperature control devices, and window or door coverings.
- C. Personal Artifacts including items of adornment, civilian and military clothing (underwear, outerwear, headwear, and footwear), clothing accessories, personal gear, and toilet articles.
- D. Tools and Equipment for Materials including artifacts relating to agriculture, animal husbandry, barber and cosmetology, basket/broom/brush and cigar making, fishing and trapping, food processing, food service, glass/lapidary/leather working, masonry/stoneworking, metalworking, mining, painting, papermaking, textileworking, wigmaking, and woodworking.
- E. Tools and Equipment for Science and Technology including artifacts relating to acoustics, armament, biology, chemistry, construction, electricity, energy production, geology, maintenance, mechanics, medicine and psychology, merchandising, meteorology, nuclear physics, optical, regulative/protective, surveying/navigation, thermal, timekeeping, and weights/measures.
- F. Tools and Equipment for Communication including data processing, drafting, music, photography, printing, sound communication, telecommunication, visual communication, and written communication.
- G. Distribution and Transportation Artifacts including aerospace/land/rail/water transportation equipment and accessories, and containers.
- H. Communication Artifacts including advertising, art, ceremonial and documentary artifacts, exchange mediums, and personal symbols.
 1. Art includes original art depicting Wyoming's people and places, and the West in general, and artworks created by artists who have worked in

Wyoming; and decorative artworks produced in commercial quantities and used primarily for household decoration.

- I. Recreational Artifacts including games, public entertainment and recreational devices, sports equipment, and toys.
- J. Natural History including biology, botany, geology and paleontology. These artifacts will be collected mainly to fulfill exhibition and programming needs and not to achieve a comprehensive natural history collection.
- K. Archaeology including excavated or surface found historic and prehistoric materials. Artifacts collected in the past are maintained by the Wyoming State Museum, however, active collecting of archaeological materials is now the responsibility of the Wyoming State Archaeologist. If archaeological artifacts do not fit the State Archaeologist's scope of collecting, however, they may be considered for addition to the Wyoming State Museum's collections.
- L. Ethnology including all types of artifacts representing Native American groups of the Rocky Mountain and Northern Plains regions. Artifacts representing native tribes from other regions that were collected in the past will be maintained, but are no longer actively collected.

V. **Categories of Collections and Responsibilities**

- A. Permanent Collection -- general (G), art (A), ethnographic (ETHN), archaeology (ARCH), and natural history (NH)

Artifacts in this collection relate to Wyoming's prehistory, history, and natural history through a documented provenance; or are representative of the types of artifacts that are, or would have been, commonly used in Wyoming. These artifacts are preserved to the best of the museum's abilities and are collected primarily for preservation, research, and exhibition purposes. They are accessioned into the museum's permanent artifact collection and must be deaccessioned in order to be removed from the collection.

- 1. The state museum registrar assigns accession numbers for these artifacts; and completes and maintains donor forms and other associated paperwork in acid-free accession files. The registrar also oversees the addition of accession file contents to the Content Manager database. (See Registrar's Manual for additional information.)

- B. Public Outdoor Art

The Wyoming State Museum accessions some works of public outdoor art into the permanent collection. These pieces have primarily been placed in the museum's permanent collection through the *Art in Public Buildings (APB)* or *One Percent for Art* programs. Outdoor sculptures located on the Wyoming State Capitol and Barrett State Office Building grounds may also be added to the

permanent collection.

1. The state museum registrar assigns accession numbers for these artifacts; and completes and maintains donor forms and other associated paperwork in acid-free accession files.
2. The state museum has no budget for the conservation of these artworks, other than money set aside in recent years for APB conservation. Conservation costs will otherwise be the responsibility of the agency overseeing the property on which the artwork is located.

C. Capitol Art Collection (CAPA)

Due to the need for appropriate artworks for exhibit in the office spaces of elected officials and the governor's residence, the Capitol Art Collection was established in 2000. This collection was created to alleviate the use of art from the permanent collection, to help preserve it for future generations. The permanent art collection is not appropriate for use as office decoration. (See separate CAPA policy.)

1. The state museum registrar assigns accession numbers for these artifacts; and completes and maintains donor forms and other associated paperwork in acid-free accession files. Artworks must be deaccessioned in order to be removed from the collection.

D. Art Prop Collection (APRO)

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

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

E. Legislative Artwork Donation Program (WYLA)

The Wyoming Legislative Artwork Donation Program was created by the Wyoming Legislature in 2006 to develop a collection for display in the legislative areas of the Wyoming State Capitol.

1. Donations to this collection are approved by the Legislative Services Office. Once approved, the registrar will process new donations.
2. Artwork not on display will be stored or exhibited by the state museum.

2. Artwork in this collection will be cared for in a manner similar to works in the Capitol Art collection.
4. Loans to/from this collection will be handled by the registrar in a manner similar to other artifact loans to/from the state museum.

F. Education Collection (ED)

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

1. These objects are considered expendable due to usage, thus they are not accessioned into the state museum's permanent collection. When they are no longer of use, these objects do not need to be deaccessioned.
2. If objects are donated for use in the education collection, rather than purchased, the registrar will complete and maintain donor forms.
3. The curator of education is responsible for labeling education collection objects with "ED" and a consecutive number to avoid confusing them with permanent collection items.
4. The education curator will maintain a current record of education collection objects in the museum's records management database. These collections will be identified with the prefix, "ED".
 - a. Records of previous education collection objects which have other prefixes, such as TC, LH, and prop may be renumbered with the ED prefix as time allows. However, these collections were generally tracked with lists, files, and other databases. These older records will be stored in the registrar's office.

VI. Acquisition

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

A. General Criteria for Evaluation

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

- a. Related to the natural, social, cultural, political, artistic, or economic history or prehistory of the peoples of Wyoming or the Rocky Mountain West; or representative of the types of material culture common to Wyoming.
 - b. In good physical condition, unless it is judged to have such outstanding historical value as to outweigh its condition.
 - c. Of a size that proper storage and preservation can be provided by the state museum.
 - d. Reasonably different in history, design, or condition from similar artifacts already in the collection.
 - e. Of value in relating the history of Wyoming and its people to current and future generations.
 - f. Offered by a donor or vendor who has clear title (including copyright where applicable) with no restrictions on research, exhibit, loan, or conservation.
 - g. Verified (when in question) that it was not obtained in violation of any state, federal, or international laws (see additional information below in section D. Laws and Ethics of Acquisition).
 - h. Determined not to be a health or safety risk to staff, the public, or the collection.
2. Capitol Art Collection (CAPA) acquisition criteria:
- a. Preference for inclusion in CAPA is for, but not limited to, Wyoming artists.
 - b. Art for CAPA will be acquired by the following means:
 - i. Purchased from various Wyoming State Museum or other appropriate art exhibits, such as the Governor's Capitol Art Exhibit (GCAE).
 - ii. Direct purchases or donations from the public or artists, following review and approval by the State Museum's Acquisitions Committee.
 - iii. Artwork declined for the permanent collection may be

considered for the CAPA collection with donor approval.

3. Art Prop (AP)
 - a. Art objects can be added to this collection if they are determined to be unsuitable for the permanent or CAPA collections, but are considered appropriate for state office decoration.
4. Legislative Artwork Donation Program (WYLA)
 - a. Donations to this collection are approved solely by the Legislative Services Office based on their criteria for the collection.
5. Education Collection
 - a. Objects can be added to this collection by purchase or donation with the approval of the education curator.
 - b. Objects declined for addition to, or deaccessioned from other state museum collections may be added to the education collection, if approved by the education curator.

B. Procedures for Acquisition

1. All proposed acquisitions for non-expendable collections will be recorded in the Temporary Custody section of PastPerfect. The original hand written or printed temporary receipt will be given to the supervisor of collections and a copy placed with the artifact.
2. Wyoming State Museum collections and education staff will determine the appropriateness of proposed acquisitions to the collections of the museum based on the above general criteria.
3. The supervisor of collections or designee will compile a list of all proposed acquisitions for the permanent collection each month prior to the Acquisition Committee meeting. This list will be sent to Acquisition Committee members prior to the meeting for their review.
4. Proposed acquisitions will be presented by appropriate staff to the Acquisition Committee with criteria for recommendations for acceptance or refusal. The committee will discuss and make recommendations for each proposed acquisition.
5. A list of acquisitions recommended by this committee will be sent by the registrar to the the SPCR Museum Committee Representatives for their review and approval/disapproval.

6. If the acquisition is recommended by the SPCR Museum Committee Representatives, the state museum registrar will complete the appropriate paperwork and ensure signature by the appropriate authorities, including the Director or his/her designee of the Department of State Parks and Cultural Resources.

C. Procedures for Declined Donations

1. If a proposed acquisition is declined, it will be returned to the donor or other source; or offered to another institution or disposed of in a manner agreed to by the donor.
2. Artifacts declined by the Acquisition Committee that are not retrieved within 30 days of notification to the donor may be offered to other organizations or disposed of at the discretion of the museum director.

D. Laws and Ethics of Acquisition

1. All acquisitions must be evaluated to ensure compatibility with the scope of collections and to prevent possible violations of legal and ethical standards of ownership, possession, or authenticity.
 - a. The Wyoming State Museum will not accept an artifact unless satisfied that valid title can be obtained.
 - b. The Wyoming State Museum will not acquire ethnographic or archaeological specimens which were collected in violation of Public Law 101-601, Native American Graves Protection and Repatriation Act (NAGPRA), or which are believed to have been unethically removed from their society or place of origin.
 - c. The Wyoming State Museum will not acquire archaeological artifacts that were collected in violation of Public Law 96-95 as amended, Archaeological Resources Protection Act of 1979, which governs the removal of archaeological objects from any public, Indian, tribal, or state-owned land. Staff will consult with the State Archaeologist's office on any questionable artifacts.
 - d. The Wyoming State Museum will not acquire specimens (birds, bird parts including feathers, nests, or eggs) that are believed to have been collected in violation of the Migratory Bird Treaty Act of 1918 as amended (16 USC 703-712). This act protects all wild, native migratory birds not legally hunted by state law. Proof of pre-act ownership and associated documentation, or an ownership permit from the U.S. Fish and Wildlife Service is required for

museum acquisition.

- e. The Wyoming State Museum will not acquire artifacts or specimens that may have been collected in violation of the Eagle Protection Act of 1940 (16 USC 668) amended in 1962 to include golden eagles. Proof of pre-act ownership and associated documentation, or an ownership permit from the U.S. Fish and Wildlife Service is required for museum acquisition.
- f. The Wyoming State Museum will not acquire artifacts or specimens that were collected in violation of the Endangered Species Act of 1973 (16 USC 1531-1544) as amended. Proof of pre-act ownership and associated documentation, or an ownership permit from the U.S. Fish and Wildlife Service is required for museum acquisition.
- g. The Wyoming State Museum supports the principles of the United Nations Educational, Scientific, and Cultural Organization's (UNESCO) "Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970." The appropriate museum staff will attempt to verify that artifacts considered for acquisition were not acquired in or exported from their country of origin in violation of that country's laws; and that they have been acquired in full compliance with the laws and regulations of the Federal Government of the United States; and of individual states within the United States.
- h. Artifacts received through a bequest should be considered in the same manner as unsolicited offers for donation. If the Acquisition Committee and/or the museum representatives of the SPCR Commission decide to decline a bequest, the artifact(s) should be returned to the executor of the estate. Recommendations may be made to the executor for more appropriate museums or cultural institutions that may consider the artifact(s) for acquisition to their collection.
 - 1. If offers are made for artifact donation as part of an individual's estate planning, the Acquisition Committee should discuss and provide feedback to the possible donor making it clear that future museum staff will have the right to refuse the potential donation. The registrar should keep a file of any potential estate-planned donations that have been discussed by the Acquisition Committee.

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

E. Conditions of Acceptance

1. Donations are considered unconditional gifts to the State of Wyoming.
2. Indefinite loans are not accepted.
3. The state museum has an obligation to donors to clearly indicate if a gift is intended for the permanent, education, capitol art, legislative artwork, or art prop collection.
4. Restrictions or conditions shall not be placed on the acceptance of art or artifacts for the collections, including restrictions on exhibit, loans, conservation, etc.

F. Evaluation of Artifacts

1. Wyoming State Museum staff cannot furnish appraisals of an artifact's monetary value but can assist donors in obtaining appraisals of their donations by permitting an appraiser access to the donated artifact(s).
2. Staff may assist the general public with identification of artifacts and suggest additional research sources, but will not authenticate artifacts not owned by the state.
3. Staff members may, to the best of their abilities, identify and authenticate state-owned artifacts for museum-related purposes or to assist other state agencies.

VII. Use of the Collections

A. Artifact Research Requests

1. The state museum will make collections available for examination and study by the public provided established rules and procedures are followed.
2. All prospective researchers must complete a *Collections Access Request Form* and permission for research will be granted or denied by the supervisor of collections or designee based on this information. This form will be filed in the appropriate artifact accession file.

3. Thirty days' notice prior to a researcher's visit is required.
4. Artifact research by non-museum staff should be completed in a collections work area or office under the supervision of a collections staff member. Only under special circumstances should research be conducted in collections storage, and a collections staff member must be present at all times.
5. Researchers may handle artifacts only if they are wearing cotton or nitrile gloves. Notes are to be taken only with pencil.
6. The appropriate staff member may provide copies of non-restricted accession file information to a researcher.
7. Public requests for artifact research to be conducted by collections staff will require a minimum of 30 days for completion. Requests for extensive research may be refused if an inordinate amount of time would be required. In such cases, the researcher may be invited to complete their own research at the state museum.
8. Human remains, associated funerary objects, sacred objects, and items of cultural patrimony within the collections will be treated with the utmost respect and dignity in compliance with the Native American Graves Protection and Repatriation Act of 1990. Research access to culturally-sensitive collections is at the discretion of the supervisor of collections or designee and may require tribal consultation at the researcher's expense.

B. Artifact Photographs

1. Permission may be granted for use of photographs of artifacts for publication in any media format. These photographs may be provided by museum staff or taken by the researcher. The researcher must complete a *Permission to Publish Agreement* before permission for use of a photograph(s) is granted by the supervisor of collections or designee. A fee may be assessed for the production or use of photographs, which will be used for collections care.
2. The use of artifact images on products, or for commercial ventures must be approved by the museum director. Any financial proceeds assessed from such use will be used for collections care.

C. Artifact Replicas

Replication of artifacts by entities outside of the department must be approved by the museum director. Any financial proceeds assessed from such use will be used for collections care.

D. Artifact Loans

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

VIII. Deaccessioning

A. General Statements

1. The Wyoming State Museum cares for its collections for the benefit of the public, particularly for the people of Wyoming.
2. Collections shall not be deaccessioned or disposed of in order to provide financial support for institutional operations, facilities maintenance, or any other financial reason.
7. The Wyoming State Museum will approach deaccessioning conservatively and the process shall be cautious and ethical.

B. General Criteria for Deaccessioning

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

1. It does not pertain to the mission, acquisition criteria, or scope of collections for the Wyoming State Museum.
2. It lacks physical integrity, identity, provenance, or authenticity.
3. The artifact has deteriorated to the degree that it cannot be used for exhibit, education, or research purposes.
4. The conservation care necessary to maintain the historic value of the artifact exceeds the ability of the Wyoming State Museum.
5. The artifact can no longer be properly stored.
6. The artifact poses a threat to the safety of the public, staff, or other collections (examples: nitrate film, ammunition, chemicals, medicines, radioactive materials, etc.).
7. The artifact duplicates or is very similar to other materials in the collection and does not have a significant provenance. Condition should be considered when duplicates are deaccessioned.

8. The artifact is Native American human remains or an associated/unassociated funerary object, or is considered sacred or an object of cultural patrimony; and is requested by an authorized Native American group in compliance with NAGPRA.
9. It is determined that the artifact was not collected in compliance with federal or state laws/regulations relating to archaeological protection, migratory birds, endangered species, NAPGRA, etc.
10. It has been determined that the state does not hold clear title and ownership of an artifact.
11. The artifact is documented to have been stolen from the Wyoming State Museum and remains unlocated for more than ten years.

C. Procedures for Deaccessioning

1. Any artifact proposed for deaccession must be thoroughly researched prior to a recommendation for deaccession. It is the responsibility of the collections staff to fully research any associated records, similar artifacts in the collection, and other appropriate resources before making a recommendation for deaccession.
2. Before any artifact is recommended for deaccession, reasonable efforts must be made by the museum registrar to verify that the museum may legally do so.
 - a. Consideration must be given to the possibility that the donor received a tax deduction as a result of the donation. The registrar will check current "Charitable Contributions" information from the I.R.S. as necessary.
 - b. The opinion of the Wyoming State Attorney General will be sought if there is question concerning ownership, or need for clarification or interpretation of conditions or restrictions.
3. A *Deaccession Form* must be completed for each accession or individual artifact proposed for deaccession from the permanent collection. Recommendation for approval of the deaccession must be made by the State Museum Acquisition Committee and a majority of the SPCR Museum Committee Representatives.
 - a. Commission members and/or staff must recuse themselves from voting on the proposed deaccession of artifacts that they have

donated or for which there could be a real or perceived conflict of interest.

4. The Director of State Parks and Cultural Resources or his/her designee will be the final authority to sign for a deaccession from the State Museum's permanent collection.
5. Objects removed from the education and art prop collections do not need to be officially deaccessioned.
6. All reasonable efforts should be made to find another museum or other not-for-profit cultural institution that will accept deaccessioned artifacts that are in good condition and do not pose a health risk.

D. Procedures for Disposition and Disposal

2. Collections staff will recommend disposition of each item to be deaccessioned. The recommendation will consider the interests of the public, the donor's intent in the broadest sense, the interests of the academic community, and those of the agency.
2. The Acquisition Committee shall accept or reject the recommendation. If accepted, the museum registrar shall forward the *Deaccession Form* to the appropriate staff for signature.
3. Methods for disposition of deaccessioned collections or abandoned loans include, but are not limited to, the following:
 - a. transfer to another collection within the Wyoming Department of State Parks and Cultural Resources
 - b. transfer to another non-profit museum, educational institution, or cultural organization
 - c. transfer to the education or art prop collections, or the research library
 - d. give to a non-profit aid organization
 - e. destruction or disposal
4. Artifacts shall not be given or otherwise transferred publicly or privately, to any state of Wyoming employee, SPCR Commission member, or their families or representatives.
5. The state museum registrar will file permanent records of all items

deaccessioned in appropriate accession files. Copies of records will also be supplied to the transferee, when appropriate.

6. Museum accession numbers must be removed or invalidated on each deaccessioned artifact.

IX. Outgoing Loans

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

3. Artifacts in the permanent collection may be loaned only to museums (or other similar cultural heritage institutions), libraries, and public areas of the governor's residence and the Wyoming State Capitol building (not including personal offices or their reception spaces.) Under no circumstances will loans of the permanent collection be made to private individuals, private for-profit organizations, or public or private foundations.
2. Art in the permanent collection may be loaned only to museums, libraries, public areas of the governor's residence and the Wyoming State Capitol building (not including personal offices or their reception spaces); and the governor's personal office, conference room, and reception area. Under no circumstances will loans of the permanent art collection be made to private individuals, private for-profit organizations, or public or private foundations.
 - a. During the legislative session, art from the permanent collection may also be loaned for exhibit in legislative leadership offices.
 - b. For preservation reasons, art from the permanent collection which is loaned to entities other than museums, should be limited to oil and acrylic paintings, reproduction prints, and stable three-dimensional artworks.
 - i. Permanent collection artworks on paper including watercolors, pen & ink/ pencil/ pastel/ charcoal drawings, original prints, and photographs will not be loaned for
 - ii. office decoration. Reproduction copies of these types of works can be offered, if there are no copyright concerns, but should be paid for by the requesting office.
 - c. Artworks acquired or donated with the intent of permanent display in the Wyoming State Capitol will be used as intended, unless conditions change which make the space no longer suitable for the

artwork.

3. Objects in the education collection may be loaned to museums, educational and cultural institutions, and other entities for educational purposes at the discretion of the Education Curator.
 4. Art in the Capitol Art Collection (CAPA) can be loaned according to current criteria outlined in the CAPA policy.
 5. Art in the Wyoming Legislative Art (WYLA) collection can only be loaned to legislative offices.
- B. All loan requests for the permanent collection will be reviewed by the supervisor of collections in consultation with collections staff, and approved or denied by the supervisor of collections and the museum director.
- C. The Wyoming State Museum will not loan artifacts on a long-term basis to institutions other than the Wyoming State Parks or Historic Sites, the Governor's Residence, or public areas of the Wyoming State Capitol.
- D. All outgoing loan paperwork must be reviewed and signed by the Wyoming State Attorney General's Office representative before an artifact may be loaned.
- E. Loan requests should be received in writing at least three months prior to the start of the loan period. The request should clearly state the artifact(s) requested, the intended purpose, and proposed length of the loan.
- F. Loans from the Permanent Collection will be approved only if the following conditions are met:
1. Loan of the artifact will not diminish the interpretation potential (via exhibits or educational programming) of the Wyoming State Museum.
 2. A standard American Alliance of Museum's Facilities Report has been completed by the borrowing institution and has been approved by the supervisor of collections or designee based on the borrowing institution's ability to meet professional requirements for light levels, security, and environmental conditions. These requirements will include protection of the artifacts from fire, exposure to damaging light levels, extremes or unacceptable fluctuations of temperature and relative humidity, pests, dirt, theft, and handling by unauthorized persons.
 - a. This form is not required for loans to the State Capitol or the Governor's Residence; or for CAPA loans.

3. The artifact is in stable condition and will not be damaged by a move or change of environment.
 4. The borrowing institution (outside of state government) has provided the state museum registrar with acceptable proof of insurance coverage for any artifact to be borrowed that has an individual or total value equal to or more than \$1,000. The insurance will include the time the artifact is in transit. The state museum will be responsible for establishing the correct insurance valuations prior to a loan taking place.
 5. Collections staff must verify that the artifact has a proper accession number, a current catalog record and condition report, and has been photographed prior to the loan.
 6. All loans from the permanent collection will be for a specified period of time, generally not to exceed one year. The supervisor of collections or designee will review loan renewal requests and will have the authority to renew loans for subsequent time periods.
 - a. Loans should not exceed a total of three years.
 - b. The number of artifacts loaned will depend on staff time available for artifact preparation.
 - c. Some artworks maintained in the permanent art collection were acquired or donated with the intent of permanent display in the Wyoming State Capitol building. There is no time limit on the renewal of these loans.
 7. The state museum reserves the right to recall a loan at any time for any reason.
 8. All loans must be credited to the Wyoming State Museum by the borrowing institution.
 9. No cleaning, alterations, or conservation may be performed on an artifact by the borrowing institution without the prior agreement and written consent of the supervisor of collections or designee.
- G. The registrar will complete all necessary outgoing loan paperwork for all artifacts. The supervisor of collections will approve loans from the permanent collection. The education curator will approve loans from the education collection.
- H. Loan forms will be signed by someone from the borrowing institution with the

recognized legal authority to do so. This would include a director, registrar, collections curator, or board member from a borrowing museum, or an appropriate government official.

- I. The expenses of packing and transporting loaned artifacts shall be borne by the borrower, unless other arrangements are made and approved by the state museum director.
- K. The borrower must provide adequate security against breakage, damage, or loss for loaned objects. Any loss or damage, whether caused in transit or on the borrower's premises, shall be reported to the state museum registrar immediately.
- L. Additional conditions and requirements for proper artifact handling, exhibit techniques, etc. may be imposed in writing by the state museum to further preserve and protect artifacts while on loan.
- M. A Condition Assessment Form will be prepared, and photographs taken for each loaned artifact from the permanent collection. It is the responsibility of the borrowing institution to verify the condition of the artifacts upon arrival and then re-check the condition prior to return to the state museum. Any significant change in condition will be addressed with the borrower by collections staff, and appropriate steps will be taken for an insurance claim or other solution approved by the state museum director.
- N. When loaned artifacts are returned to the museum, it shall be the responsibility of the registrar to examine them for any changes in physical condition. The supervisor of collections shall be immediately notified of any such changes to allow for appropriate action by the state museum and the borrower.

X. Incoming Loans

- A. It may at times be necessary for the Wyoming State Museum to borrow artifacts from other institutions or individuals for use in exhibits, educational programming, or for research purposes.
- B. Collections staff will update the American Alliance of Museums General Facilities Report for the Wyoming State Museum and will provide it to lenders as necessary.
- C. The registrar will complete all necessary incoming loan paperwork.
- D. All incoming loan paperwork must be reviewed and signed by the Wyoming State Attorney General's Office representative before the artifacts may be borrowed.

- E. All artifacts accepted for loan will be insured by the state of Wyoming. Valuation of borrowed artifacts must be determined by the lender. Inherently fragile artifacts will not be borrowed except in unique circumstances.
- F. If loans are placed on exhibit, credit may be given to the lending institution or individual on the exhibit label depending on the lender's preference.
- G. The registrar will complete a *Condition Assessment Form*, and a documentary photograph will be taken of each artifact in an incoming loan when it arrives at the state museum. The registrar will review all *Condition Assessment Forms* and photographs at the end of the loan period before artifacts are returned to the lender.
- H. Incoming loan periods are determined by the purpose of the loan, object type, and best practices for object care.
- I. The state museum's artifact storage spaces should not be considered as a storage facility for outside institutions within state government or otherwise, unless a formal agreement including storage fees is in place.
 - 1. Artifacts that are not managed by the state museum but have previously been placed in its storage by state historic sites should be documented by outgoing loan forms prepared by the lending institution with the understanding that this is not a permanent situation and efforts must be made by the lending institution to claim artifacts in a reasonable amount of time, or be subject to a storage fee deemed appropriate by the state museum.

XI. Ethics

Staff of the Wyoming State Museum will comply with the American Alliance of Museum's current Code of Ethics, the State of Wyoming Executive Branch Code of Ethics, and the Wyoming State Museum Code of Ethics. In addition:

- A. Museum staff shall not compete with the museum in any personal collecting activity.
- B. Staff members will not use their job affiliation to promote anyone's personal collecting activities.
- C. Staff must inform the appropriate supervisor about additions to their personal collections if there is any potential for a conflict of interest.
- D. The museum has the right to acquire any object that would benefit its collecting mission, that was purchased by any staff member, at the price paid. If the museum declines to make the purchase, the staff member is allowed to keep the

purchased object.

- E. Objects obtained prior to the staff member's employment with the state, or objects that are received personally by bequest or as a genuine personal gift, are exempt from the museum's right to acquire.
- F. Staff and others with close relationships to them will not be allowed to acquire objects deaccessioned or retired from the state's collections. Nor will they be allowed to trade objects from their personal collections for objects in the museum's collections.
- G. Storage of personal collections in the Wyoming State Museum is prohibited, unless they are loaned for exhibit or research.
- H. Staff shall not buy and sell objects similar to the types of artifacts collected by the state museum for personal profit, nor will they be employed by an antiques or other dealer.
- I. Staff shall not accept gifts from donors for personal use. Gifts should only be accepted on behalf of the state. Small, very low value, non-historic gifts of thanks may be accepted by staff at their own discretion, especially when not doing so might offend a different cultural tradition.



WYOMING LEGISLATIVE ARTWORK DONATION PROGRAM

Goal of Program

The goal of the Wyoming Legislative Artwork Program is to acquire and showcase appropriate artwork that represent Wyoming for placement in the Wyoming Senate and Wyoming House of Representative Chambers, the respective Chamber lobbies and galleries, and possible expansion to common areas on the second and third floors of the Capitol. Artwork may be acquired for display through donation or through temporary loan or direct purchase.

Legislative Artwork Donation Committee

Pieces for consideration for donation and loan under the program will be reviewed and selected by a Legislative Artwork Donation Committee. The Committee will be comprised of: four current legislators (two from the Senate, appointed by the President of the Senate, and two from the House, appointed by the Speaker of the House, two of whom will be current members of the Select Committee on Legislative Facilities); two former legislators (one former House member, appointed by the Speaker of the House, and one former Senate member, appointed by the President of the Senate); one staff member from the Wyoming State Museum; and one staff member or Board member from the Wyoming Arts Council. A new committee will be formed at the beginning of each legislative biennium. Existing committee members can be reappointed.

The Committee will meet in person at least twice per year to review artwork nominated for donation. Between regular meetings of the Committee, the Committee may review pieces using digital images attached to e-mails.

The Committee will be responsible for selecting pieces for inclusion in the collection through donation, loan or purchase. The Committee will also be responsible for selecting the location of display of artwork pieces in the collection within the second and third floors of the Capitol with advisement from the State Museum. The placement of artwork needs to consider lighting and other environmental controls, security devices and related equipment, communication devices and any other device or object needed for appropriate functions.

The Wyoming State Museum will work with the Wyoming Legislative Service Office to coordinate periodic condition assessments, maintenance and conservation recommendations to the Committee regarding pieces in the program collection.

Artwork Criteria and Display Criteria for Donations and Loans

1. Only original artwork that is topically related to Wyoming or the Rocky Mountain west will be accepted for donation, loan or purchase under the program. Wyoming landscapes are the preferred content for paintings. Other artwork that represents the natural, social, cultural, political, or economic history or prehistory of Wyoming and Rocky Mountain west may be considered on a case-by-case basis.
2. The preferred medium for donated, loaned or purchased artwork is oil or acrylic, although other two-dimensional mediums may be considered on a case-by-case basis with consideration for the practical preservation and long-term exhibition of those pieces. Other mediums may be considered for loaned pieces.

3. The artist should be recognized by critics and peers as a professional of serious intent and recognized ability. Emphasis will be given to art created by Wyoming artists. Artwork should be topically related to Wyoming or the Rocky Mountain west for acceptance into the program.
4. The Committee will consider the size of the painting when making determinations for inclusion in the collection, recognizing that smaller pieces may not be appropriate due to the size of the Capitol walls and potential security concerns.
5. Only artwork in good physical condition, unless the artwork is judged to have such outstanding value as to outweigh its condition, will be accepted for donation or loan in the program. Donated pieces in poor physical condition will only be considered if they can be conserved to an acceptable level of stabilization.
6. Only artwork offered by a donor who has clear title to the object, which may include copyright when applicable, will be considered for inclusion in the program. Loans and donation proposals should include: 1) title of the artwork, dimensions, medium and date of execution 2) color copies, slides or digital images of the artwork including, artist resume, warranty of originality and appraised value of artwork and artwork condition.
7. The Committee has the right to reject any piece offered for loan or donation.
8. A small, tasteful recognition of the donor will be selected by the Committee to be displayed on or near the painting.

Procedures for Consideration of Donations and Loans

1. Potential donors and lenders should notify the Committee Chair of the Legislative Artwork Donation program that they would like a piece to be considered for donation or loan by the Committee at its next scheduled meeting or through a preview of digital images or prints of the proposed acquisition.
2. The Wyoming State Museum will not take possession of proposed acquisitions until one week before the next scheduled meeting. The State Museum shall designate a storage area until work is reviewed.
3. All proposed acquisitions will be recorded on a temporary receipt form by the Wyoming State Museum staff.
4. Proposed acquisitions will be considered by the Committee via digital images on a CD. Color print copies can also be sent.
5. If the donation or loan is refused by the Committee, the Wyoming State Museum will notify the donor or lender within one week of the Committee's decision and will make arrangements with the donor to retrieve the piece as soon as possible.
6. If the donation is accepted by the Committee, the donor will be required to agree to the following conditions of acceptance listed in the section below.

Donations of Artwork and Conditions of Acceptance

1. Artwork donations to the Wyoming Legislative Artwork Program may be made by, or on behalf of, a current or former member of the Wyoming Legislature, or any private citizen.
2. Artwork donors will be required to fill out a donation form relinquishing ownership to the State of Wyoming and artwork will become the property of the State of Wyoming and will be managed and maintained by the Wyoming State Museum, in coordination with the Wyoming Legislative Service Office. Donations should be considered unconditional gifts to the State of Wyoming.
3. No restrictions or conditions may be placed on the acceptance of the artwork in the program, including the display of the donation. The Committee reserves the right to store artwork in the

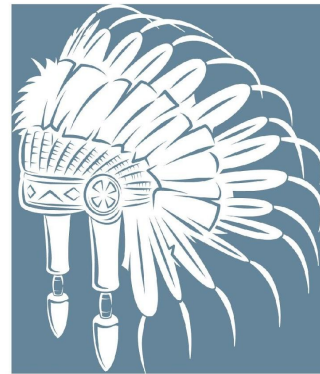
collection when not on display. The State Museum will designate a space where artwork can be stored.

4. Artists donating artwork will be requested to complete a copyright release and restriction information form for the Wyoming State Museum. With or without full copyright transfer, the Wyoming State Museum retains the right to reproduce images of the donation for educational, catalog, or publicity purposes.
5. Artists donating artwork will be asked to fill out a form waiving rights of attribution authorizing the Wyoming State Museum to make modification(s) deemed necessary for the conservation, preservation, or stabilization of the donation, without altering the artist's original intent.
6. The State Museum will develop a program guide of artwork in the collection, including information on the artist and donor.
7. All donated artwork will be inventoried by the State Museum and secured through the Capitol artwork security system and insured through the State of Wyoming's Risk Management Division within the Department of Administration and Information.

Loans of Artwork

1. Individuals may loan a piece of artwork, under the same criteria listed above, to the Wyoming Legislative Artwork program for a period of not less than one year.
2. Lenders who loan paintings to the collection will be required to fill out a loan form relinquishing temporary custody of the artwork to the State of Wyoming and the artwork will be managed and maintained during the loan period by the State Museum.
3. The duration of the loan period will be stipulated on the loan form. Indefinite loans will not be accepted for display in the program.
4. All loaned artwork will be inventoried by the State Museum and secured through the Capitol artwork security system and insured through the State of Wyoming's Risk Management Division within the Department of Administration and Information.
5. No restrictions or conditions may be placed on the acceptance of the loaned artwork in the program.
6. Loaned paintings will be released back into the custody of the lender at the end of the loan period.
7. A designated plaque with donor, artist name, town and title of work will be included with displayed artwork.
8. The Wyoming State Museum and the Legislative Service Office will not be involved in the private purchase of loaned pieces under the program. It will be the responsibility of the lender to complete the purchase transaction after the loan period has ended.

Capitol Art Collection Policy



WYOMING STATE MUSEUM

Approved by Wyoming State Museum
06/10/22

I. Purpose of the Collection

- A. Due to the continuing need for appropriate artworks for use as decorations in the office spaces of elected officials and the governor's residence, a Capitol Art Collection (CAPA) was established in 2000. CAPA is intended as a "use collection" but will be accessioned for collections management purposes. The State Museum's permanent collection fulfills a different function and is closely monitored to preserve it for the future. The permanent art collection is not appropriate for use as office decoration.

II.

Participating Agencies

- A. In order to be eligible to borrow and display artworks from CAPA, participating agencies must contribute a specified amount to support the purchase of artworks for the CAPA collection; to maintain the existing works in CAPA; and to pay expenses associated with the Governor's Capitol Art Exhibition (GCAE).
 - 1. Invoices will be sent by the State Museum registrar at the beginning of each year to participating agencies.
 - 2. The standard fee will allow a specified number of pieces to be loaned to each participating agency. Additional fees will be charged for borrowing additional works.
- B. Participating agencies are divided into three tiers for art selection each year.
 - 1. *Tier One*
 - Wyoming State Governor's Office
 - Wyoming State Governor's Residence
 - 2. *Tier Two*
 - Wyoming Secretary of State
 - Wyoming State Treasurer's Office
 - Wyoming State Auditor's Office
 - Wyoming State Attorney General's Office
 - Wyoming Legislative Service Office
 - 3. *Tier Three*
 - Wyoming Department of Administration & Information
 - Wyoming State Business Council
 - Wyoming Arts Council
 - Wyoming State Parks & Cultural Resources
- C. If any additional agencies wish to participate in the CAPA program, their participation must be approved by the State Museum director and they will be required to pay the commensurate fee.

- D. Should any participating agency terminate their annual fee payment, they will no longer be eligible to utilize artworks for their offices.

III. Acquisition Criteria and Methods of Acquisition

- A. Preference for inclusion in CAPA is for, but not limited to, Wyoming artists and Wyoming themes.
- B. Art for CAPA will be acquired by the following means.
 - 1. Purchased from the biennial Governor's Capitol Art Exhibition.
 - a) Representatives of the participating agencies will vote to select purchase award pieces prior to the opening of the exhibit.
 - 2. Direct purchase by the museum.
 - 3. Donation from artists or the public.
- C. Final review and approval for additions to the collection will be made by the State Museum's Acquisition Committee and the museum representatives of the SPCR commission per the Collections Management policy.

IV. Management and Use of the Collection

- A. The Wyoming State Museum will provide storage, management, and oversight of CAPA. Artworks will receive due care and consideration by museum staff.
- B. CAPA will be maintained separately from the Wyoming State Museum's permanent collection. The collection will be delineated with a prefix of CAPA for accession numbers.
- C. The State Museum registrar will process all loans to participating agencies according to the Collections Management policy.
- D. Artworks that are not on current display will be stored or exhibited by the State Museum.
- E. If necessary, conservation of these artworks will be paid for by shared contribution from the member agencies or designated funds derived from GCAE sales.
- F. Understanding that continuous display of artworks directly shortens their inherent lifespan, it may be necessary to de-accession artworks from CAPA.

1. Artworks de-accessioned from CAPA will be processed according to accepted professional practices, in a manner similar to de-accessions from the permanent collection.

G. Requests for display of CAPA artworks will be made with the following procedures:

1. The State Museum registrar will set the schedule for contacting participating agencies each year regarding office art rotations based on designated office tiers.
2. Participating agencies will submit their requests based on the lists of available art they receive from the State Museum registrar.
3. The number of works available to each office will be reassessed each year. Requests will be processed according to availability on a first-come, first-served basis.
4. All loans shall be for a period of one year, but artworks can be requested for loan renewal.
5. Art from this collection can be exhibited only in the executive offices and public spaces of the member agencies on permanent (not cubicle) walls.
6. Wyoming State Museum staff will be responsible for delivering CAPA artworks in order to prevent any possible damage. Museum staff will install the art, unless there are art hanging restrictions for the buildings set by A&I. Borrowing agency staff are expected to pick up and install Art Prop artworks.
7. Any damage to artworks caused by borrowing agency staff negligence while on exhibit will be paid for by the participating office.

V. Governor's Capitol Art Exhibition

A. Appropriate State Museum staff will coordinate and organize a biennial exhibition to generate visibility for the collection and potential new works for the Capitol Art Collection.

1. A call for submissions will be issued in the months prior to the exhibit.
2. Submissions will be reviewed and selected by a qualified juror, who will be selected by State Museum staff.
3. The Governor's Office will notify artists of their participation after review and selection by the juror.

4. Artists will be responsible for transporting all artwork to and from the State Museum by specified dates, either through personal delivery or through a shipping agency.
 - a) Artists will work with the State Museum registrar for transportation arrangements, and will provide any necessary payment for shipping to/from the State Museum.
5. The State Museum registrar will process all appropriate loan paperwork.
6. Museum staff will install and publicize the exhibition.
7. The exhibition will be in a public venue and artworks will be available for sale.
 - a) A percentage of the sale price will be used to purchase additional works for the state museum's permanent art collections.



CAPITOL PRESERVATION COMMISSION

ADMINISTRATIVE RULES OAC 115

Effective July, 2006

Notice: The rules found on this Web site are unofficial. Although we have made every effort to assure they are correct, they are not warranted as to accuracy. The Secretary of State's Office of Administrative Rules publishes the official rules in *The Oklahoma Administrative Code* and *The Oklahoma Register*, as required by Title 75, Sections 250 through 323 of the Oklahoma Statutes. To order an official copy of these rules, please contact the Office of Administrative Rules at (405) 521-4911.

Title 115 - State Capitol Preservation Commission

Chapter 1. Commission Administration

Section	
115:1-1-1	Purpose
115:1-1-2	Availability of records
115:1-1-3	Commission organization and administration
115:1-1-4	Committees
115:1-1-5	Appeals
115:1-1-6	Exemptions

115:1-1-1. Purpose

(a) The State Capitol Preservation Commission (referred to hereinafter as the Commission) was created by Section 4102 of Title 74 of the Oklahoma Statutes to plan and supervise the preservation and restoration of the interior and exterior of the State Capitol Building and the Governor's Mansion. The Commission also controls the display of art objects in the public areas of the Capitol and on the first floor of the Governor's Mansion (see 115:10-1-2(b) and 115:10-1-3(g) for additional considerations regarding the Governor's Mansion).

(b) The primary powers and responsibilities of the Commission are set forth in Section 4104 of Title 74 of the Oklahoma Statutes.

(c) The Commission office is located within the Department of Central Services, Administration, Will Rogers Office Building, 2401 N. Lincoln Blvd., Suite 206, Oklahoma City, Oklahoma. Office hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday, excluding legal holidays established by statute or proclamation of the Governor.

(d) The purpose of this Chapter is to outline the organization and administration of the Capitol Preservation Commission.

[Source: Added at 10 Ok Reg 2579, eff 6-25-93; Amended at 21 Ok Reg 487, eff 12-8-03 (emergency); Amended at 21 Ok Reg 2666, eff 7-11-04]

115:1-1-2. Availability of records

(a) Commission records are kept within the Department of Central Services. All records, except those documents specifically excluded by law, shall be available to the public as authorized by the Open Records Act. Documents will be available to the public for inspection during regular office hours.

(b) Persons wishing to view Commission records shall register their name, address and telephone number before the documents are viewed. The person wishing to view the documents shall state whether the documents being viewed are for a personal, business or commercial reason and shall list the documents desired for viewing.

(c) No original records shall be removed from the Commission files.

(d) Persons wishing to obtain a copy of Commission documents in the custody of the Department of Central Services shall submit a written request at least twenty-four (24) hours in advance. Documents shall be copied and a fee charged for the copies in accordance with the Open Records Act [51 O.S., Section 24A.1 et seq] and the administrative rules of the Department of Central Services.

[Source: Added at 10 Ok Reg 2579, eff 6-25-93; Amended at 21 Ok Reg 487, eff 12-8-03 (emergency); Amended at 21 Ok Reg 2666, eff 7-11-04]

115:1-1-3. Commission organization and administration

(a) Meeting requirements. All meetings of the Commission are subject to the requirements of the Open Meeting Act [25 O.S., Section 1 et seq]. Committee meetings of the Commission are not required to comply with the requirements of the Open Meeting Act unless they are charged with decision making authority by the full Commission.

(b) General commission information. The information in this subsection pertains to general commission operations.

(1) Meetings. The Commission shall meet bi-monthly on the third Thursday of even numbered months at the State Capitol. An agenda shall be mailed to each member not less than seven (7) days in advance of each meeting.

(2) Emergency meetings. The chair may call such emergency meetings as may be required to deal with matters requiring urgent or emergency consideration. In the absence of the chair, the vice-chair may call such meetings.

(3) Quorum. A quorum shall consist of one half the actual members plus one, including vacancies.

(4) Election of chair and vice chair. A chair and vice-chair shall be elected or reelected for two year terms at the regularly scheduled meeting held in June each odd-numbered year, to take office July 1 of that year.

[Source: Added at 10 Ok Reg 2579, eff 6-25-93; Amended at 21 Ok Reg 487, eff 12-8-03 (emergency); Amended at 21 Ok Reg 2666, eff 7-11-04]

115:1-1-4. Committees

(a) Referral of proposals to committees. All matters other than routine administration or procedural matters shall be referred to the appropriate committee for preliminary study and recommendations prior to final action by the Commission. This policy shall not apply to subject matter introduced on an emergency basis or under conditions which in the best judgment of the Commission chair or the Executive Committee should be considered by the Commission as a whole without such prior reference.

(b) Committee quorum. A quorum of each committee is not less than 50 percent of its members and must include the chair or vice chair of the committee.

(c) Committee designations. The following committees are established for the purposes outlined in this subsection. Committee chairs and vice-chairs shall be appointed by the Commission chair.

(1) Executive Committee.

(A) The Executive Committee shall consist of the following members:

(i) the elected officers of the Commission;

(ii) the State Capitol Architect and Curator;

(iii) Director of Central Services;

(iv) a representative of each appointing authority not represented by an elected officer, to be appointed by the Commission chair.

(B) The Committee will act as the Budget and Finance Committee for the Commission with responsibility for developing in conjunction with the Department of Central Services, operating and capital construction budgets for the

Capitol and Governor's Mansion. Such budget proposals shall be submitted to the Commission for approval.

(C) Other responsibilities of the Executive Committee include:

- (i) intra-commission coordination;
- (ii) coordination with the responsibilities and activities of the Capitol Architect and Curator;
- (iii) establishing internal administrative and operating procedures;
- (iv) reviewing committee reports for Commission action;
- (v) developing legislation and executive branch coordination procedures and proposed legislation as needed; and,
- (vi) other activities considered to be outside the purview of other committees.

(D) The Executive Committee is responsible for the following:

- (i) formulating policies, review, and control of all promotional material and media releases relating to responsibilities of the Commission;
- (ii) preparation of statements of goals and public relations targets;
- (iii) self-imposed restraints on public utterances;
- (iv) review and coordination of all presentations to media agencies;
- (v) production of Commission annual reports;
- (vi) developing plans and procedures for maintaining liaison and rapport with all state government agencies and departments, and for review of all such activities; and
- (vii) such other matters pertinent to a well developed and coordinated public relations effort.

(2) Art Standards Committee. The Art Standards Committee is responsible for works of art, murals, portraits, sculptures and furnishings displayed in and around the public areas of the Capitol Building and first floor of the Governor's Mansion (see 115:10-1-2(b) for additional considerations regarding the Governor's Mansion), both permanent and temporary. The Art Standards Committee shall establish standards, which include the following:

- (A) acquisitions and commissioned works;
- (B) disposition or acceptance of donated works of art; and
- (C) restoration, preservation, inventory (description and value), storage, placement and location, security, and loaning of state-owned art pieces.

(3) Architecture and Grounds Committee. The Architecture and Grounds Committee is responsible for the following:

- (A) The supervision of research, planning, and oversight of all proposed restoration, reconstruction and renovation any part of the Capitol and the Governor's Mansion (see 115:10-1-3(g) for additional considerations regarding the Governor's Mansion);
- (B) Review of all building guide and information systems (signage);
- (C) Oversight of landscaping and maintenance of the building exteriors (in conjunction with the State Department of Parks and Recreation and the Capitol Improvement Committee);
- (D) Approval and placement of all monuments and sculptures surrounding the buildings;

(E) Development and administering standards for all exterior, permanent or temporary displays.

(4) Long Range Planning Committee. The Long Range Planning Committee is responsible for the following:

(A) all planning and physical, financial, and public relations needs for the Commission programs and responsibilities that are projected for three (3) or more years in advance; and,

(B) the formulation of long range goals and objectives and recommendations for policies, procedures, programs, and budget estimates to meet approved goals and objectives.

[Source: Added at 10 Ok Reg 2579, eff 6-25-93; Amended at 11 Ok Reg 3663, eff 7-11-94; Amended at 21 Ok Reg 487, eff 12-8-03 (emergency); Amended at 21 Ok Reg 2666, eff 7-11-04]

115:1-1-5. Appeals

Any decision of the Commission may be appealed in accordance with the Oklahoma Administrative Procedures Act [75 O.S., Section 250 et seq] . Appeals must be submitted in writing to the Commission Liaison, Office of the Attorney General, within ten days of notification of the decision.

[Source: Added at 10 Ok Reg 2579, eff 6-25-93; Amended at 21 Ok Reg 487, eff 12-8-03 (emergency); Amended at 21 Ok Reg 2666, eff 7-11-04]

115:1-1-6. Exemptions

The Commission may exempt any requirement of this chapter unless statutes mandate the requirement.

(1) All requests for exemptions shall be in writing and include justification for the exception request.

(2) The Commission shall respond in writing as to the approval, conditional approval, or denial of an exemption request.

(3) Exemptions shall require the approval of a majority of the Commission.

[Source: Added at 21 Ok Reg 487, eff 12-8-03 (emergency); Added at 21 Ok Reg 2666, eff 7-11-04]

Chapter 10 - Preservation, Restoration, Architectural and Decor Standards

Section

115:10-1-1 Purpose

115:10-1-2 Art Standards

115:10-1-2.1 Approval of art display

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115:10-1-1. Purpose

The purpose of this Chapter is to provide information and procedures related to the preservation, restoration, structure and decor of the State Capitol and Governor's Mansion.

[Source: Added at 10 Ok Reg 2583, eff 6-25-93; Amended at 21 Ok Reg 489, eff 12-8-03 (emergency); Amended at 21 Ok Reg 2668, eff 7-11-04]

115:10-1-2. Art standards

(a) Display of art work. Only art and art objects of highest museum quality, consistent with legislative directives and approved by the Commission shall be permitted for permanent display in public areas of the Capitol.

(1) All such works of art shall be directly related to the history and culture of the State of Oklahoma.

(2) A painting, which includes portraits, landscapes or other paintings, excluding murals, shall be painted on linen with oils or acrylics.

(3) Any proposed mural work or sculptures to be placed in and around the Capitol and adjacent grounds shall comply with guidelines established by the Art Standards Committee, in conjunction with the Capitol Architect and Curator, specifically for each such display.

(4) The stained glass originally planned for the Capitol shall be the only stained glass in the Capitol.

(5) Placement of all art works in public areas of the Capitol is the sole responsibility of the Commission.

(A) A written request to move art work shall be submitted to the Art Standards Committee for review.

(B) Upon completion of the review, the Art Standards Committee will submit a written recommendation for the approval or denial of the request to the Commission.

(b) Art work in Mansion. Furnishings and art work on the first floor of the Governor's Mansion may be changed upon written approval of the Commission. Art and art objects under control of the Commission may be made available to the Mansion subject to availability and appropriate priorities. All such state-owned material as may be determined surplus to Mansion needs will be returned to the Commission for appropriate disposition.

(c) Temporary exhibits. Temporary exhibits and displays of art and art objects shall comply with the rules of this chapter, the standards of the Commission and state laws.

- (1) Temporary exhibits may be permitted for periods not longer than 15 working days except by special authority of the Commission.
 - (2) Temporary exhibits displayed in the Governor's Art Gallery are exempt from rules for permanent displays and shall have strict oversight by the Oklahoma Arts Council.
- (d) Criteria for memorializing individuals with personalized works of art in the State Capitol. Persons to be memorialized through placement of personalized works of art in the State Capitol shall be only those whose achievements and contributions to the history of Oklahoma and the Nation are of such transcending importance as to place the individual in a status clearly and generally acknowledged to be of paramount significance to the enduring history of the state. Such persons shall have been dead for a minimum of ten (10) years.
- (1) All personalized works shall comply with the rules of this chapter, standards established by the Commission and state laws.
 - (2) Potential donors shall submit a written request for approval to the Commission no less than six (6) months prior to the proposed project completion date, which includes:
 - (A) a summary describing how the subject meets the qualifications described in OAC 115:10-1-2;
 - (B) project timelines, if available;
 - (C) any information that may assist the Commission with the review of the proposed project; and
 - (D) any additional information requested by the Commission.
 - (3) Proposals for personalized works of art shall be submitted to the Commission for review and approval prior to any commitment by the sponsor(s). Any action on the part of the sponsor(s) taken prior to review and approval by the Commission shall be at the risk of the promoter(s).
 - (4) All proposals will be referred to the Arts Standards Committee for review and recommendations to the Commission.
 - (5) The Commission shall be responsible for the selection of the artist, location, size, subject and framing.
- (e) Property and security of art work. All works of art under the purview of the Capitol Preservation Commission shall be inventoried by the Capitol Preservation Commission with description, value, and location of art piece.
- (1) Complete files shall be maintained showing the location of state-owned art at all times, with proper documentation showing temporary locations such as loans, repair, or temporary display out of state buildings.
 - (2) All art work shall be stored in a controlled locked area with proper environment suitable for storage of art pieces.
 - (3) All art pieces leaving state buildings shall be checked by Building Security for proper ownership and recorded by name and piece on a security log developed by the Commission.
- (f) Development of art standards. Art standards may be developed by the Art Standards Committee and the Capitol Architect and Curator. Such standards shall be approved by the Commission. Revisions to the art standards shall require the approval of two thirds (2/3) of the Commission.

[Source: Added at 10 Ok Reg 2583, eff 6-25-93; Amended at 16 Ok Reg 2806, eff 7-12-99; Amended at 21 Ok Reg 489, eff 12-8-03 (emergency); Amended at 21 Ok Reg 2668, eff 7-11-04]

115:10-1-2.1. Approval of art display

(a) Request for approval. Any foundation, group or individual interested in financing and donating an appropriate work of art to the State for use in the Capitol or the Governor's Mansion shall submit a written request for approval of a permanent display to the Commission.

(1) A request for approval shall be reviewed by the Art Standards Committee for presentation to the Capitol Architect and Curator and the Commission for discussion.

(2) Upon approval by the Commission, a formal set of guidelines will be established with participation of the potential donor and artists, if chosen.

(b) Commissioned art contract requirements. Works commissioned by the State for exhibit in the Capitol shall meet requirements contained within a written contract developed by the Art Standards Committee, in conjunction with the Capitol Architect and Curator.

(1) All such contracts and works shall be approved by the Commission.

(2) Any variation from such contract shall be reviewed and approved or disapproved by the Commission.

(c) Approval of artist. The Commission shall approve the artist of all commissioned works and provide written notice of said approval to the applicant.

(d) Solicitation of art works. Whenever possible, an open competition program will be established and utilized by the Commission to acquire special art works. Artists shall contact the Commission or the Oklahoma Arts Council when such art works are being solicited.

(e) Noncommissioned art works. Individuals interested in donating noncommissioned art works to the State shall submit a written request for review and approval to the Commission.

(1) Noncommissioned art works presented to the Commission or the State may be accepted by the Committee on behalf of the Commission for display in the State Capitol or the Governor's Mansion only if such works meet quality standards approved by the Commission.

(2) Such works may be displayed, stored, loaned to other agencies of the State or sold after three (3) years if so recommended by the Art Standards Committee.

[Source: Added at 21 Ok Reg 489, eff 12-8-03 (emergency); Added at 21 Ok Reg 2668, eff 7-11-04]

115:10-1-3. Architectural standards

(a) Control of architectural modifications. It is the mandate of the Commission to insure that both the interior and the exterior of the Capitol and the Mansion, and the grounds surrounding them, are developed and maintained in superior condition as architectural statements representing the best available artistic and architectural treatment of the original design. The Commission is directed to plan and control all modifications and changes to the structures to insure appropriate restoration renovation or reconstruction.

(b) Time frame for proposed architectural modifications. Prior to consideration by the Commission, all proposals for architectural changes in any form in either the interior or

exterior of the Capitol or the Governor's Mansion shall be made in accordance with the following:

- (1) Proposals will be submitted to the Capitol Architect and Curator, through the Department of Central Services, in writing, at least 14 days prior to the next regularly scheduled Commission meeting.
- (2) Except for situations covered by 74 O.S. Section 4108, all such proposals must include the following:
 - (A) A statement of what is proposed;
 - (B) when the modification or change should be completed;
 - (C) whether funds are available;
 - (D) estimated costs if available; and,
 - (E) drawings that adequately explain the proposed modifications.
- (c) Review by committee and resolution of disputes. Proposals not in accord with established standards, plans or programs will be discussed in an attempt to reach satisfactory solutions. If agreement cannot be reached, the case will be referred by the Architecture and Grounds Committee or the Capitol Architect and Curator to the Commission for final decision.
- (d) Committee approval of changes and modification to previously approved plans. All planned and proposed changes and modifications involving structural changes or major repairs, permanent or temporary, developed or proposed by state agencies or by committees of this Commission, will be reviewed by the Architecture and Grounds Committee prior to submission to the Commission for decision. All proposed changes involving major modifications to previously approved architectural plans, or to decor, designs or standards previously approved by the Commission for all public areas will be referred to the Commission for final decision.
- (e) Committee coordination. Coordination between the Capitol Architect and Curator, the Architecture and Grounds Committee and other committees of the Commission is a joint responsibility to insure that all plans, standards and priorities are consistent with long-range goals and plans.
- (f) Coordination between Art Standards Committee and Capitol Architect and Curator. The Art Standards Committee will work directly with the Capitol Architect and Curator in developing and enforcing standards for art displays, subject to final approval by the Commission.
- (g) Special considerations for modifications to the Mansion. Modifications to the structure and decor in the non-public areas of the Governor's Mansion (other than the first floor) shall not require the prior approval of the Capitol Preservation Commission but must meet the following conditions:
 - (1) Proposed modifications must be reviewed by the Capitol Architect and Curator prior to commencement of work; and
 - (2) Proposed modifications do not affect the structural integrity or the external appearance of the Governor's Mansion.
- (h) Development of architectural standards. Architectural standards will be developed by the Architecture and Grounds Committee and Capitol Architect and Curator, and approved by the Commission. All new work shall comply with approved standards. Exceptions shall require approval of a majority of the full Commission.

(i) Revisions to architectural standards. Revisions to the architectural standards shall require a simple majority for 90 days following the promulgation of this Chapter. Thereafter, revisions shall require the approval of two thirds (2/3) of the full Commission.

[Source: Added at 10 Ok Reg 2583, eff 6-25-93; Amended at 11 Ok Reg 281, eff 10-15-93 (emergency); Amended at 11 Ok Reg 3665, eff 7-11-94]

115:10-1-4. Long-range planning

Development of plans and priorities for all programs involving major structural changes or modifications, major maintenance schedules relating to comprehensive structure and decor matters related to preservation and restoration programs shall be the responsibility of the Long-Range Planning Committee. All proposals involving such activities will be referred by the Commission chair to the Long-Range Planning Committee which will establish proposed priorities for such developments in conjunction with the Architecture and Grounds Committee and the Capitol Architect and Curator.

[Source: Added at 10 Ok Reg 2583, eff 6-25-93]

115:10-1-5. Public and interagency relations

Public and interagency support is crucial to the success of Commission programs. All committees will include public and interagency relations concerns in deliberations and planning, policies, and limit unapproved pronouncements by Commission members.

(1) Design of policies. Public relations policies and activities will be designed and proposed by the Executive Committee for application to all committees, and approved by the Commission. Policies should cover both public information and public education. Plans and policies should cover long-range, mid-term and short-range objectives.

(2) Prohibition of statements on behalf of Commission. Individual members of the Commission are not authorized to make statements on behalf of the Commission except as provided in public relation plans adopted by the Commission. All releases, official statements, responses to inquiries shall be reviewed and approved by the Executive Committee to insure coordinated information is released.

(3) Interagency relations. Each committee is responsible for determining the extent of coordination desirable and the state agencies involved as well as those legislative committees concerned. Such information will be included in reports of cases considered and in all recommendations developed by the committee. The Executive Committee has "sign off" responsibilities for all material prepared for such agencies and for interagency coordination and contacts.

[Source: Added at 10 Ok Reg 2583, eff 6-25-93; Amended at 11 Ok Reg 3665, eff 7-11-94]

Art in the Public Spaces of the Oklahoma State Capitol

The State Capitol Preservation Commission, established in 1982, was created to plan and supervise the preservation and restoration of the interior and exterior of the Oklahoma State Capitol.

The Commission is the responsible party for the placement of all artwork in the public areas of the Capitol, acceptance of artwork into the Permanent Capitol Art Collection, and the temporary exhibition of works of art.

The Commission reviews all requests for commissions of works for the Permanent Capitol Art Collection, the acceptance of donated works for display and the temporary exhibition of works of art in the Capitol building.

Commissioned Artwork

All commissioned artworks by the State for exhibit in the Capitol must meet requirements contained within a written contract developed by the Art Standards Committee of the Commission with the Capitol Architect/Curator.

Donated Artwork

Individuals interested in donating non-commissioned artworks to the State must submit a written proposal for review and approval to the Commission.

Temporary Exhibition of Artwork

Any foundation, group or individual may submit a proposal to the Commission for review and approval for the temporary exhibition of artwork in the public areas of the Capitol. The period of request may not exceed more than one (1) calendar year. The Commission reserves the right to extend the temporary exhibition of artwork one (1) calendar year when the permitted period expires. Copyright and transfer of ownership to the State of Oklahoma are not required for the temporary exhibition of artwork in the Capitol.

Guidelines and Standards for Artwork

Factors taken into consideration in the approval of proposals include: the artistic excellence and artistic merit of the artwork; physical nature of artwork and cohesiveness in relation to other comparable works within the Capitol in size, style, theme and general appearance;

and, dimensions must follow those outlined in the complete Arts Standards Guidelines. (See Guidelines Below)

Submissions of Proposals

For consideration of commissioned, donated or the temporary exhibition of artwork, the following materials must be submitted in writing to the Chair of the Capitol Preservation Commission:

- General concept of art project in proposal form, including the artist's proposal or maquette, and project timeline, limited to two pages;
- Preference of placement, up to three selections in order of choice;
- Completion of Request for Approval of Architectural Modifications, Commissioned Art or Donated Art Form 001(Form Link Below);
- Provenance (history of acquisition or purchase of the artwork), if applicable;
- An artist portfolio, which must include 10-15 images of a recent body of work, including the artist's biography, resume, and current contact information.

Submission of a proposal does not guarantee approval or acceptance. If a donated work or a commission is approved, all parties must comply with the complete guidelines of the Art Standards Committee and the administrative rules of the Capitol Preservation Commission, as outlined in the Administrative Rules OAC 115, effective July 2006.

Proposals should be submitted to:

Chair, Capitol Preservation Commission
c/o Oklahoma Arts Council
[Director of Visual and Public Art](#)
P.O. Box 52001-2001
Oklahoma City, OK 73152-2001
(405) 521-2931

Art Standards Guidelines Addendum A: Dimension Guidelines for Art in the Public Spaces of the State Capitol

Art Selection Procedures for donated or commissioned artwork are to be followed in all Public Areas of the Capitol. Artworks will be considered by categories. The category in which they are approved will determine the size of the work.

The five categories are:

- **People of National Achievement or Influence in politics, athletics, the arts or commerce*** (i.e.: Will Rogers, Jim Thorpe, Robert S. Kerr, Sequoyah)
 - Maximum Canvas Size: 43" h x 33" w
 - Maximum Frame Width: 6"
- **People of State or Regional Recognition*** (i.e.: First Female Senator/Representative, African-American Legislators)
 - Maximum Canvas Size: 32" h x 24" w
 - Maximum Frame Width: 5"
- **Significant Contributions to Oklahoma*** (i.e.: Stand Watie, Angie Debo)
 - Maximum Canvas Size: 32" h x 24" w
 - Maximum Frame Width: 5"
- **Oklahoma Landscapes, Icons or Historical Imagery***
 - Maximum Canvas Size: 54" h x 96" w
 - Maximum Frame Width: 8"
- **People or Events of Contemporary Importance***
 - Maximum Canvas Size: Varies
 - Maximum Frame Width: Varies

*According to the Administrative Rules of the Capitol Preservation Commission, all two-dimensional works of art must be either oil or acrylic on linen and persons to be memorialized through placement of personalized works of art in the State Capitol must meet the following criteria:

1. Individuals will be only those whose achievements and contributions to the history of Oklahoma and the Nation are of such transcending importance as to place the individual in a status clearly and generally acknowledged to be of paramount significance to the enduring history of the state; and,
2. Such persons shall have been deceased for a minimum of ten (10) years.