

**CARBON COUNTY
MUSEUM**

BY-LAWS

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HISTORY OF CARBON COUNTY MUSEUM

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HISTORY

CHRONOLOGY OF MAJOR EVENTS IN THE CARBON COUNTY MUSEUM HISTORY

The following excerpts are taken from files and Museum Board Minutes, at the Museum. Articles from the Rawlins Republican Bulletin and Daily Times in the Newspaper Stacks at the Carbon County Library, Records in the County Treasurer's and County Assessors Offices and from Minutes of the Carbon County Commissioners in the County Clerk's Office at the Courthouse.

1940 Spring/Summer: Amateur Historian, Rev. Hugh Fulton convinces the County Commissioners to set aside a room for a County Museum, in what is now our County Courthouse. Construction of which was just nearing completion. They gave a small room on the Northeast corner of the second floor. Today, it is the County Attorney's Law Library. Previously, Rev. Fulton had arranged for the loan of the small, but diverse Western Memorabilia Collection of rancher A.A. Harper, who had passed away on November 16, 1938. With a place to show their father's items, Harper's daughter went an extra step and had two large locked cases custom made to display his smaller items. With this collection as a nucleus, Rev. Fulton and County Librarian, Miss Margaret Goodrich began arranging and identifying the gifts and loans, and other items of historical and geological interests from all around the County.

1940 August 30th. Newspaper articles on the dedication of the Courthouse verify that the County Museum was ready for visitors. Subsequent items indicate the Museum was open to the public during the regular Courthouse hours. Admission was free and there were no attendants to show people around or answer questions. Vandalism soon put an end to this open door policy and thereafter the Museum was only opened by request and when the building custodian was on hand to escort visitors. Admission remained free.

1944: After fourteen years as Presbyterian Pastor to Rawlins and Sinclair, Rev. Fulton had moved. Without his responsible leadership the future of the Museum was in jeopardy.

1947 Summer: Mrs. Ed F. (Catherine) Bennett and her neighbor, Mrs. C.A. (Geraldine) Brimmer sought the County's permission to "take charge of the Museum." On August 14th they got it.

1947 Friday, August 15th: The ladies opened the Museum establishing regular hours of 1:- to 4:00 pm on Fridays only. They also began rudimentary cataloging and identification of all donations and loans. At their own expense, they purchased the necessary supplies to do so and set up the first Guest Register.

1948: Between August 1947 and October 1948 the Museum acquired and additional three hundred and thirty items, gifts and loans from forty six different donors. Also they had been promised the McMicken Collection of Carbon County Journal Newspapers, providing the Museum process and preserve them by the "Barrow" method. At the time to bind and process each years issues cost eighty five dollars. Generous sponsors and donations would have to be found to process the papers. Over the next decade, they were. Today we have thirty years of the Carbon County Journal, covering most of the yearly issues from November 1879 through 1914

and one mislabeled, Rawlins Republican Bulliten Special Union Pacific Railroad Historical Edition from May 1939. At this time the Museum received no monetary aid from the County or any local organizations but was financed by the generosity of volunteers and individuals from throughout Carbon County. Additional aid came in a physical form such as that given in 1948 by the Encampment Homemakers Club, which took the County Museum as their project for the year. These good ladies obtained many fine gifts and loans for it.

1949 August: The Guest Register and Museum Records showed that since August 1947, in spite of the limited hours, there have been nine hundred and twenty five visitors and that the Museum had acquired seven hundred and seventy five loans and donations from seventy five different sources.

1950: Mrs. Clifford "Ruth" Sundin joins the Volunteer Staff. Later, the Sheriff's Office offered "Big Nose George's" lower skull and various other bones to the Museum. The capless skull was accepted but not the other bones.

1955: Mrs. Ralph "Marion" Geddes joins the Volunteer Staff, the need for extra help coming about owing to the illness of Mrs. Brimmer. Mrs. Brimmer passed away on November 14, 1955.

1955: The hours and entrance fees remained the same but there was further need of additional Volunteer Staff. It was filled by Mrs. Robert "Charlotte" Vivion.

NOTE: During the early 50's the Carbon County Historical Society, a chapter of the Wyoming State Historical Society was formed here in Rawlins. Throughout the early years they were very active in supporting the Carbon County Museum.

1961 September: Members of the Carbon County Historical Society approach the Commissioners with regard to appointing a three member Board to oversee the Museum. At a subsequent meeting, the Commissioners created such a Board. The first members were: Kleber Hadsell, Alex Gordon and Ed Tierney. At this same time, the County also granted a Levy of .03 Mills for operating expenses.

1965 February: The C. W. Jeffrey Center was completed. When the County opened it, they offered the Courthouse Community Room (now the ground floor Sheriff's Office) to the Museum. Board Members: Ed Tierney, Mrs. Walter Lambertsen and Mrs. P.E. Daley accepted through their Official Secretary/Treasurer Mrs. George Pierson.

1965 February 25th: Move to new quarters begun with volunteer and County employee help. The move was overseen by Mrs. Geddes, Mrs. Vivion and Historical Society member, Neal Miller.

1965 March 12th: Museum opens in new quarters, which were six times larger than the original room. Initially the hours were still one to four on Fridays with special tours on request. Admission remained free. At this time, Mrs. Bob (Mary Belle) Lambertsen joined the volunteer staff.

Note #1: At this time the County had increased the Museum Levy to .04 Mills.

Note #2: Experiments begun with extending hours, but only through the summer months, and the experiments were not consistent.

1965 September: Tom Horn's spurs donated to the Museum.

1971 October 8th : The Brooke Foundation created by Thomas Edison's son Charles, sends an Edison Exhibit to our Museum. With this important Loan, we became and remain the only Edison Museum in the State of Wyoming.

1975 May 15th : Board President, Mrs. Jeanne Lambertsen announces the County's plan to purchase the LDS's corner property at Ninth and Walnut for a new County Museum. The County was offering \$80,000 for their brick church and the frame house directly South of it on Ninth Street.

1975 Wednesday, May 21st : Jack Cairns of the local LDS Church told the Daily Times, Tuesday the 20th that he had been notified the Church Counsel in Salt Lake City, the Church would accept the County's offer. The transaction was still at a verbal stage, but Rawlins LDS Congregation was to move into its new facility June 1, 1975, leaving the Ninth and Walnut Street structure open for occupancy. The Daily Times further reported that if the paper work was received by then, County Commissioners would act upon it at their June 3rd and 4th meeting. This same article explained that the \$80,000 was to come from Revenue Sharing Funds and to be paid over a period of time, which was not specified.

1975 Summer: The deal being consummated, renovations were made and for a second time well meaning volunteers and County employees began moving the Museum. This unprofessional move brought about some unforeseen and unnecessary loss and damage to artifacts.

1976 Sunday, February 22nd : Formal opening of Ninth and Walnut Museum held. At this time it was decided that the staff would be paid and the hours would be from 1:00 to 4:00 p.m. weekdays and 7:00 to 9:00 p.m. additionally during the three months of summer.

1976 October: Phil and Ken Espy donate a Blake Sheep Company wagon. The first such large donation. Initially it was displayed on the grounds, during the summer and kept in the garage at the County Yards during the winter.

1976 October: Space already becoming a problem, a 50 x 50 foot metal building was placed adjacent to the Museum for "special storage."

1977 June: Marion Geddes is designated "Curator".

1977 Summer: Stain glass windows from the old Episcopal Church donated to the Museum.

1977 September: Webster and Kohner of Hauser Art Glass company, Winona, Minnesota do initial restorations and repairs to the Episcopal Brown and Thornburg windows. Their work took the better part of three days.

1977 December: Craftsman, Milton Newell is contracted to build display frames for the Brown and Thornburg windows.

NOTE: For undisclosed reasons, the windows would not go on display as they are until 1981.

1978: The first protective sleeves ordered for fluorescent light bulbs for the Museum.

1978 August: Mrs. Geddes retires "she had other commitments."

1979 The early Spanish Horse Trappings, found in a cave north of Hanna, are purchased after thorough authentication.

1980: Rawlins Fire Department offers its American LaFrance Ladder Truck and a two wheeled Hose Cart to the Museum.

1980 Summer: Offer accepted and a metal garage addition is built on the back of the Museum to house the fire truck and sheep wagon and other large items. The building cost around \$23,000. By autumn the truck and wagon were in their new home.

1980 Fall: Mrs. Geddes' replacement Mary Belle Lambertsen is given an additional job as Secretary/Treasurer. At this time the staff consists of six paid volunteer women and a custodian.

1984 November 26th : The Rawlins National Bank closes its own small Museum and gives Dr. Osborne's "Big Nose George shoes" and other memorabilia to the County Museum.

1985: County Commissioners and Museum Board begin looking into expanding the Museum to the West.

1985 July 15th : Dr. Lillian Health Nelson's clothing donated to us.

1986: The County invests \$99,457.12, buying three homes-West of the Museum, giving it ownership of the North half of Block 55, Union Pacific Fifth Addition. Following closure on the three properties, the County and Board spent an additional \$10,500 to raise the house in back of the Museum on Ninth and the homes at 918 and 922 West Walnut and to fill in and level their sites.

NOTE: By this time, Museum Acquisition Policy had changed and loans were no longer accepted. Owners of items previously loaned to the Museum had been notified and asked to either reclaim their collectibles or donate them outright to the Museum.

1989 February 21st : The staff begins work on a two hundred page photo and history book taken

from the Museum Collection. The Penitentiary gets the bid to print their books for \$4,000.

1990 Spring: The Museum's book is completed and being printed.

1990 Thursday, July 19th: The book "Reflections" goes on sale at the Museum. This was the first such effort by the Museum, although the staff had helped in the production of a similar book "100 Years in the West" produced in honor of the 1968 Union Pacific Railroad Centennial.

1990 December: Antique Dolls displayed for the Holiday Season. The Museum had raised the money to have these donated dolls completely researched and restored by expert Abby J. Currant of Laramie.

1991: Museum Board increases to five members.

1991 May 8th: Wyoming State Penitentiary Trades Projects produce a new Museum Exhibit. In 1975, decedents of rancher P. J. McIntosh had given the Penitentiary P.J.'s Top Buggy as a possible project for their metal and wood craft shops. The Pen had done nothing with it until 1990. Then after a year of restoration work, they donated the finished project to the Museum.

1991/92: Museum and Frontier Prison Boards experiment in joint advertising and volunteer staffing.

1991 July: Log school house/post office donated to the Museum by rancher Jim Baker, owner of Beaton's Old Sweetwater Ranch.

1991 August: Taxidermist, John Spehar gets the bid to mount and create a display of a bald eagle.

1992: Having been brought to town and placed on a concrete foundation, a bid was let to contractor Jerry Gale to re-chink and repair the school/post office according to guidelines established by the U.S. Forrest Service.

1993 April 20th: Taxidermist, John Spehar's "Eagle Catch" goes on display, joining the golden eagle exhibit on display in the Museum since 1950. Both are claimed as property of the U.S. Fish and Wildlife under the Protected Species Act. We must renew an annual permit to keep them.

1994 April: Mary Belle Lambertsen announces intention to retire by the end of the year. The Board, at County insistence, decides to seek a properly educated and trained Director.

1995 January: Ms. Jean Martinez, having been selected, takes charge.

1995 March 14th: Out of expediency, Ms. Martinez is made Treasurer as well as Director.

1996 July 1st: Joyce Kelley hired to assist Ms. Martinez.

NOTE: A week and a half later Ms. Martinez quits and leaves town taking the Museum keys with her. The locks were promptly changed and Mrs. Kelley becomes the Director.

1990's: As the decade drew to a close, the Museum got its first Internet Connection.

2002: Internet Connection improved and Computerization of Acquisitions and Museum Information began in earnest.

2003: At the annual luncheon meeting with the Commissioners, the staff and Board endorse the dream that the Museum should expand and grow on the half block on which the County has already invested considerable County Tax Money.

Rans Baker

Dec. 2003.

**GENERAL POLICES
AND
PROCEDURES**

CARBON COUNTY MUSEUM GENERAL POLICIES AND PROCEDURES

SECTION 1: Mission Statement.

The Carbon County Museum is a public museum, the purpose of which is the acquisition, preservation, interpretation, and exhibition of information and materials relevant to the history and growth of Carbon County, Wyoming, and its regional environs. The museum also exists to address the intellectual and cultural needs of Carbon County and encourage its educational growth through exhibits and programs.

SECTION 2: Authority.

The Carbon County Museum is organized and governed under Wyoming State Statutes as follows:

a. Wyoming Statue 18-10-101 “Each board of county commissioners may purchase, construct, or acquire by donation or otherwise archaeological, geological and historical museums and collections of exhibits and articles to be included in or added to the museums and collections.”

b. Wyoming Statute 18-10-102 “Each board of county commissioners of any county owning or acquiring any museum or collection of exhibits may annually levy a tax of not to exceed one-half mill on each dollar of the taxable valuation of the property of the county, for the construction, maintenance and support of the museum or collection of exhibits. The levy shall be made at the same time as other county and school levies are made. The proceeds from the collection of the levy shall be placed in a special fund by the county treasurer and used solely for the purpose for which the levy was made.”

c. As per Wyoming Statutes 18-10-101 and 18-10-103 and 18-10-104 as amended, the Carbon County Commissioners established the Carbon County Museum on 1940.

SECTION 3: Board of Trustees.

a. Appointment: Pursuant to Wyoming Statute 18-10-103, the Board of Trustees shall be appointed by and shall serve at the discretion of the Carbon

County Commissioners. The Board of Trustees shall consist of five (5) electors of Carbon County, Wyoming. Terms shall be three (3) years in length. Vacancies due to unexpired terms shall be filled by appointment.

b. Duties: Wyoming Statute 18-10-104. "Each board of trustees of a county museum or collection of exhibits shall:

1. Have custody and control of the museum and collection.
2. Employ such personnel as required.
3. Make rules and regulations as necessary for the preservation, maintenance, operation and display of the museum or collection of exhibits.
4. Consult with the Department of Commerce on matters relating to the management and operation of the county museum and enter into agreements with the Department of Commerce for the purpose of lending or borrowing materials and improving the management and operation of the museum.
5. Annually not later than June 1, file with the board of county commissioners a report detailing all gifts and donations made to the museum or collection and the receipts and expenditures during the preceding fiscal year, together with estimated requirements for the ensuing fiscal year.

c. Officers: There shall be three (3) officers of the Board of Trustees: Chairperson, Secretary, and Treasurer. They shall be elected annually at the August meeting and may be elected to more than one term of office. Official duties include:

1. The chairperson shall be responsible for presenting the annual budget, reporting to the Carbon County Board of Commissioners, setting the agenda for board meetings, chairing meetings, calling special meetings, appointing committees, and other duties as assigned by the Board.

2. The secretary is responsible for preparing and maintaining all permanent records of the Board of Trustees. This officer makes sure minutes are taken at every Board meeting, has the minutes transcribed and distributed, in a timely manner, to trustees and staff.

3. The treasurer shall oversee all financial affairs of the board and shall be bonded at county expense.

d. Meetings:

1. The Board of Trustees, along with the Museum Director, will hold regular monthly meetings; the time and place will be established by the Board.

2. Special meetings may be called by the chairperson of the board or by any two members. The person or persons authorized to call special meetings of the Board of Trustees *must* fix a reasonable time and place for them.

3. If Board business needs to be conducted and for just cause a meeting cannot be held, a poll of Board members by telephone, fax or e-mail may be authorized and the outcome is a binding decision.

4. A quorum of three (3) will be required to make any official board decision, and three (3) affirmative votes are required to pass any motion.

5. A trustee, present at a meeting of the Board at which action on any matter is taken, shall be presumed to have assented to the action taken unless the trustee votes against such action or abstains from voting because of a *declared* conflict of interest.

6. The Board may upon the approval of the Carbon County Commissioners remove any board member who misses three consecutive regularly scheduled meetings. After two consecutive absences the chair shall contact the absent member and advise that member as to the situation according to this policy.

e. Code of Ethics: All board members shall follow the Code of Ethics in all of their actions involving museum governance. (See Appendix A.)

SECTION 4: Amending the by-laws.

These by-laws may be amended at any time; however, all amendments must comply with state and local laws. The proposed amendment must be sent in writing to all members of the Board of Trustees two (2) weeks prior to action on the amendment.

SECTION 5: Staff.

The museum will not discriminate in matters of employment against any qualified person because of age, sex, race, color, creed, national origin, ancestry, political affiliation, or handicapped status. This policy applies to all terms, conditions, and privileges of employment including, but not limited to hiring, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination or retirement.

- a. The Board of Trustees will appoint a museum director and will establish a job description.
- b. The Director, with approval of the Board, will appoint other staff as allowed by budget and deemed necessary for the efficient running of the museum, will establish job descriptions, and evaluate other staff members.
- c. Museum staff is governed by the Carbon County Museum Personnel Policy Rules.
- d. The staff shall be acquainted with and follow The Code of Ethics.

SECTION 6: Scope of the Collections.

The purpose of the Carbon County Museum is the acquisition and preservation of materials relevant to the history and growth of Carbon County, Wyoming. Regional history includes but is not exclusive to agriculture, the livestock industry, railroads, mining, wildlife, Indians, and the Early West. The museum will also preserve articles relating to homes and family life such as furniture, clothing and textiles including quilts.

SECTION 7: Categories of collections.

Items will be classified as being part of the permanent collection or as part of the education collection. Each object will be clearly marked as to its category.

- a. The permanent collection contains objects related to Carbon County's history through a documented provenance or are representative of the types of objects commonly used in the region. These objects are used primarily for display

and research; they are accessioned and must be deaccessioned in order to be removed from the collection.

b. The education collection consists of objects acquired for hands-on use, exhibitions and other interpretive activities. They are considered expendable and are not accessioned into the museum's permanent collection and do not require deaccession.

SECTION 8: Acquisition.

Objects may be obtained for the museum's permanent collection through donation, bequest, transfer, trade or purchase. The Collections Committee, composed of the Museum Director, Registrar, and Historian or other staff or board member shall have the responsibility of accepting items to be added to the Museum's collections and of assigning the item to the Permanent or the Educational Collection. The Collection Committee shall recommend to the Museum Board items for deaccession from the permanent collection.

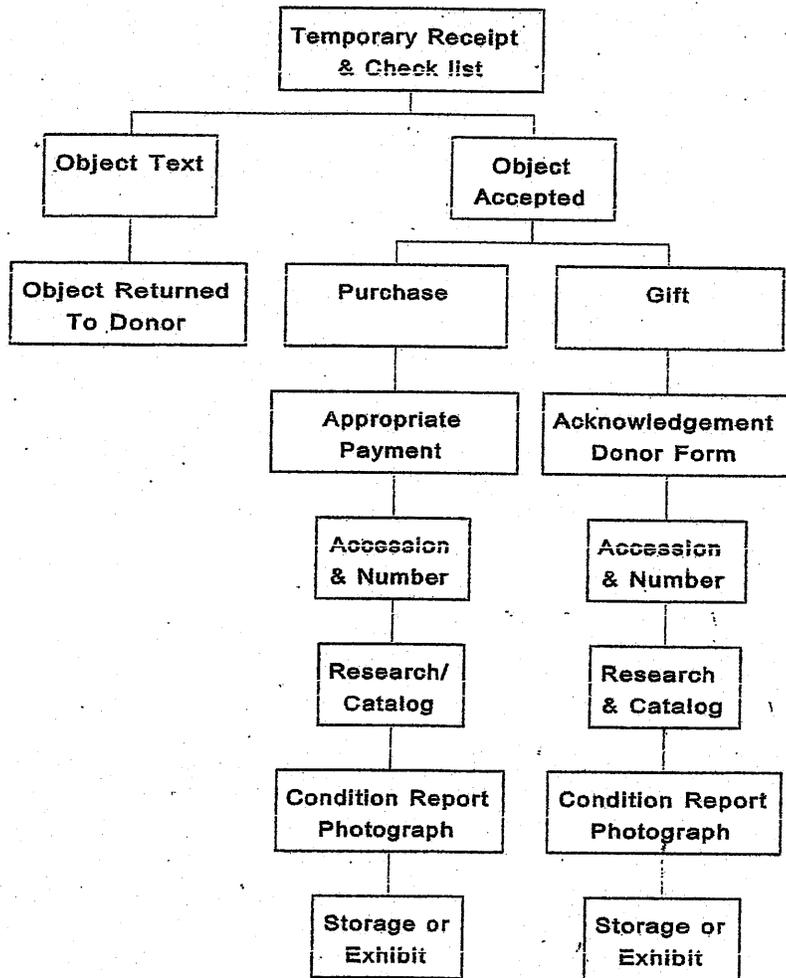
a. Criteria for evaluation:

To be accepted into the Carbon County Museum's permanent collection, an object should be:

1. within the domain of the mission statement.
2. in good condition or of such historical value that this outweighs condition.
3. within the limitations of the museum to provide adequate care for the object.
4. different from other objects in the collection as to history, design, or condition.
5. from a donor who has clear title and who, generally, defines no restrictions. In extraordinary circumstances, the Board may approve a restricted donation upon the recommendation of the collection committee.

b. Procedures for Acquisition: (see attached flow chart)

This flow chart summarizes the steps of processing an object into a museum's collection.



c. Appraisals of donations:

Donations to the museum may be tax deductible, but the museum shall not appraise donations for tax purposes nor as a service for visitors. It is recommended that appraisals be done by a professional before the item is donated to the museum.

SECTION 9: Use of the collection.

a. Introduction:

The Carbon County Museum provides a resource for exhibits at the museum and at other venues on a loan basis, for interpretive programs by museum staff and others, and for research by historians, students, genealogists, and the public.

b. Nature of the Collection:

The nature of the collection is available in the Accession Log. Generally, the collection includes archival materials, manuscripts and photographs, and material culture items.

c. Organization of the collection and finding aids:

1. The Accession Log lists accessions in order of chronology as accepted. The log will be used by staff to assist researchers.

2. The Subject File, utilizing the PastPerfect program, is an index to the collection according to artifact type, donor, or subject.

d. Procedures for using the collection:

1. Researchers are encouraged to make advance arrangements for extensive use of the collection.

2. The collection may be used only during the museum's open hours or by special arrangements through museum staff.

e. General Use Policies:

1. Patrons may use writing tools, including portable computers, and tape recorders.
2. All materials must remain in the research area.
3. Museum gloves may be required for handling some objects.
4. Only museum staff shall retrieve items from storage.
5. A limited number of artifacts will be perused at one time.
6. Access to any artifact may be denied if close examination would be detrimental to the object.
7. Patrons may not use still or video cameras to document display or research items.
8. Food and drink are not permitted except for special events in designated areas.
9. Tobacco use of any kind is prohibited.

f. Photocopies and digital images: will be made and used according to the Museum policy.

SECTION 10: Deaccession Policy.

The Collections Committee consisting of the Director, the Registrar, and Historian or other staff or board member, shall recommend to the Museum Board items to be deaccessioned from the permanent collection.

a. Objects may be deaccessioned for any of the following reasons:

1. irrelevant to the mission statement.
2. lacks integrity, provenance or authenticity.
3. is deteriorated.
4. requires conservation or storage beyond the capability of the museum.
5. threatens public safety or other collections (radioactive materials, chemicals, etc.).
6. is similar to other items in the collection.

b. Procedures for deaccessioning: any item proposed for deaccessioning by the collection committee will be thoroughly researched by museum staff. Associated records, similar artifacts, and other appropriate resources shall be investigated. A deaccessioning notation shall be entered in the accession

updated 8-17-04

book and all documents filed in the proper accession and deaccession files.

c. Disposition of deaccessioned objects:

1. Transfer to the education collection.
2. Exchange, transfer or sale to another county institution.
3. Return to the donor.
4. Disposal.

d. No artifact will be given or sold privately to museum employees, officers, board members or county officials.

e. If items are offered at a public auction, notice will be given through the news media.

SECTION 11: Loan Policy.

a. Incoming Loans:

1. A borrowed object will be given the same care as an object in the museum's collection.
2. Any evidence of damage will be reported immediately to the loaning institution or individual; no alteration, repair or restoration will occur without written consent.
3. Costs of transportation and packing will be assumed by the museum unless the object is loaned at the lender's request.
4. Insurance shall be provided by the museum's carrier or by the lender, to be declared previous to the loan. If insurance is waived by the lender, the museum is released from any liability arising from the loan.
5. Photographs of a borrowed object may be used for educational and publicity purposes.
6. Full credit will be given the lender, if requested.
7. The loan agreement can be terminated by either party upon written notice. Otherwise, the loan shall terminate on the agreed date filled on the loan request.

b. Outgoing loans are considered for educational purposes only.

1. The borrowers agree to all the conditions and guidelines on the loan form.
2. Alteration of loaned items is prohibited.
3. Costs of transportation and proper packaging for shipping shall be assumed by the borrower unless other arrangements are specified in the loan agreement.
4. Insurance coverage will be provided by the borrower or may be assumed or waived by the museum.
5. A credit line used for all borrowed objects or photographic or other duplication images of those objects shall be: Carbon County Museum.
6. Photographs of a loaned object by the host agency may be used for educational and publicity purposes.

SECTION 12: Museum Store.

At the discretion of the museum board the staff may participate in retail activities, provided that those activities meet the spirit of the mission statement and follow all state and local laws. Fiscal procedures must be approved by the county auditor and all appropriate permits and licenses must be procured. Activities may include sales on site and at other venues and mail orders.

SECTION 13: Safety and Security.

The museum staff shall follow the Safety and Security plan. (See appendix D.)

APPENDIX

SECTION

A

CARBON COUNTY MUSEUM CODE OF ETHICS

GOVERNANCE

Museum governance in its various forms is a public trust responsible for the institution's service to society. The governing authority protects and enhances the museum's collections and programs and its physical, human and financial resources. It ensures that all these resources support the museum's mission, respond to the pluralism of society, and respect the diversity of the natural and cultural common wealth.

Thus, the Carbon County Museum Board ensures that:

- all those who work for or on behalf of the museum understand and support its mission and public trust responsibilities
- its members understand and fulfill their trusteeship and act corporately, not as individuals
- the museum's collections and programs and its physical, human, and financial resources are protected, maintained, and developed in support of the museum's mission
- it is responsive to and represents the interests of society
- it maintains the relationship with staff in which shared roles are recognized and separate responsibilities respected
- working relationships among trustees, employees, and volunteers are based on equity and mutual respect
- professional standards and practices inform and guide museum operations
- policies are articulated and prudent oversight is practiced
- governance promotes the public good rather than individual financial gain

COLLECTIONS

The distinctive character of the museum ethics derives from the ownership, care, and use of objects, specimens, and living collections representing the world's natural and cultural common wealth. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.

Thus Carbon County Museum ensures that:

- collections in its custody support its mission and public trust responsibilities
- collections in its custody are lawfully held, protected, secure, unencumbered, cared for, and preserved
- collections in its custody are accounted for and documented
- access to the collections and related information is permitted and regulated
- acquisition, disposal, and loan activities are conducted in a manner that respects the

protection and preservation of natural and cultural resources and discourages illicit trade in such materials

- acquisition, disposal, and loan activities conform to its mission and public trust responsibilities
- disposal of collections through sale, trade, or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections
- the unique and special nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections
- collections-related activities promote the public good rather than individual financial gain
- competing claims of ownership that may be asserted in connection with objects in its custody should be handled openly, seriously, responsively and with respect for the dignity of all parties involved.

PROGRAMS

Museums serve society by advancing the understanding and appreciation of the natural and cultural common wealth through exhibitions, research, scholarship, publications, and educational activities. These programs further the museum's mission and are responsive to the concerns, interests, and needs of society.

Thus Carbon County Museum ensures that:

- programs support its mission and public trust responsibilities
- programs are founded on scholarship and marked by intellectual integrity
- programs are accessible and encourage participation of the widest possible audience consistent with its mission and resources
- programs respect pluralistic values, traditions, and concerns
- revenue-producing activities and activities that involve relationships with external entities are compatible with the museum's mission and support its public trust responsibilities
- programs promote the public good rather than individual financial gain.

PROMULGATION

This Code of Ethics for Carbon County Museum was adopted by the Board of Directors of the Carbon County Museum on January 20, 2004.

APPENDIX

SECTION

B

CARBON COUNTY MUSEUM
PERSONNEL POLICIES AND PRACTICES

1. NONDISCRIMINATION STATEMENT: As specified by Section 5 of the General Policies and Procedures of the Carbon County Museum:

The museum will not discriminate in matters of employment against any qualified person because of sex, race, color, creed, national origin, ancestry, political affiliation or handicapped status. This policy applies to all terms, conditions, and privileges of employment including, but not limited to hiring, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination or retirement.

2. SEXUAL HARASSMENT:

Harassment on the basis of sex is a violation of Civil Rights and will not be tolerated. Unwelcomed sexual advances, request for sexual favors and other verbal and physical conduct of a sexual nature constitutes sexual harassment when one's submission is made, whether explicitly or implicitly, a term or condition of an employees' employment, 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or if such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

3. EMPLOYMENT POLICIES NOT A CONTRACT:

These policies and procedures are not intended and should not be construed to create an expressed or implied contract between the Carbon County Museum and any one or all of its employees. The museum recognizes that an employee has the right to terminate employment at any time, for any reason. The museum has the right to terminate employment of any employee at its will and in its sole discretion. This right cannot be waived or lost based upon actions or statements by the museum director, elected official or other county employee.

Any claim of discrimination or sexual harassment of any type is to be immediately disclosed to the Director, a Board member, or the Carbon County Attorney's office.

4. HIRING:

a. When a position is open or created, notice will be appropriately advertised. Notices shall contain the title, job description, and requirements of the position, and the closing date for the acceptance of resumes.

b. General considerations for the hiring of all staff members are: an interest in history, education and/or experience which relates to the museum's mission, and the ability to interact cooperatively and productively with patrons and the general public and with other staff members.

c. The Board shall hire the Director and the Director shall hire other staff members

choosing from qualified applicants the most suitable candidate for recommendation to the board. All hiring must have board approval.

5. JOB DESCRIPTIONS for the positions of Director, Office Manager/Display Coordinator, Registrar, Historian and Museum Assistant are included in the Appendix.

6. WORK HOURS:

a. All staff are permanent part-time employees. To benefit the museum's mission, staff may be assigned work hours which vary seasonally and which occur when the museum is open or closed to visitors. Assigned hours and schedules are the responsibility of the Director.

b. Holidays for staff are unpaid and are those recognized as legal holidays by Carbon County, Wyoming: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and other holidays declared by the County Commissioners of Carbon County. In addition, Christmas Eve and New Year's Eve are closed days for the museum and unpaid holidays for staff. Whenever Christmas Day or New Year's Day is on Thursday, the museum shall be closed also on the following Friday. Whenever any holiday occurs on a Sunday, it shall be observed on Monday. Whenever the holiday occurs on a Saturday, it shall be observed on the preceding Friday.

c. Unanticipated absences for sickness or personal crises are to be reported to the museum as soon as possible; anticipated absences are to be arranged a day in advance. Generally, personal business is to be done outside assigned work hours. Unpaid annual vacation leave will be scheduled by the Director. Work hours to compensate for absences will be assigned.

7. SALARY:

a. The salaries for all employees shall be determined by the Museum Board and shall be reviewed annually as part of the budgeting process. Raises shall depend on the quality of a staff member's job performance and attitude.

b. Salaries are paid at the end of the month according to time cards, which are to be submitted at the office. It is the employees responsibility to request documentation of withholding taxes.

c. Expenses for travel, food or lodging required pursuant to employment shall require previous board approval and thereafter be repaid according to WY Stat 9-3-102 and 9-3-103 (1977 as amended).

8. BENEFITS:

a. All museum staff members are covered by the Workers' Compensation Act.

b. As part-time permanent employees, museum staff members do not have:

1. Annual paid vacation leave.
2. Sick leave.
3. Funeral leave.
4. Parental leave.
5. Retirement fund.

c. Jury\Witness leave shall be granted to all employees. Any employee who is serving as a member of a jury or who is subpoenaed as a witness, and prevented from performing regularly assigned duties, shall be granted leave of absence with pay for those regularly assigned hours. Moneys received from the court for those regularly assigned hours shall be reimbursed to the museum.

d. As all staff members are permanent part-time employees, persons of voting age are to attend the poles on their own time.

9. WORKSHOPS, SEMINARS, AND CONFERENCES: The Museum Board recognizes the importance and value for staff of continuing education and professional interaction. As part of the budgeting process, funds shall be allocated for appropriate workshops, seminars, and conferences both at the museum and elsewhere. The Director shall propose to the Board appropriate workshops, seminars, and conferences for staff attendance. The Director is to evaluate participation in these events and to assess benefits in a report to the Board.

10. SAFETY REGULATIONS: Employees are responsible for following all safety regulations and for taking precautions to avoid accidents.

11. EVALUATIONS: The purpose of the evaluation process is to open communication, to applaud good performance, and to identify those areas where improvement is desirable.

a. All personnel shall have a written evaluation at least once a year.

b. Generally, the Board shall evaluate the Director at the January meeting and the Director shall present evaluations of other staff at the February meeting.

c. The Director shall prepare a written evaluation at least once a year of each staff member and shall schedule with that staff member a conference to review that evaluation.

d. Each staff member shall prepare a written self evaluation to be included in the evaluation process.

12. SEPARATION FROM SERVICE

a. Voluntary: A staff member who resigns shall notify the Director in writing fifteen (15) days before the anticipated date of separation.

b. Involuntary:

1. The Museum Board may terminate the service of any employee at any time for any reason not prohibited by law. Any employee terminated from the Carbon County Museum may ask for a hearing before the Commissioners of Carbon County to determine if that employee's legal rights have been violated. Requests shall be filed in writing within ten (10) days and the burden of proof shall be upon the terminated employee.

2. Any employee who is absent for five (5) consecutive assigned work periods without authorized leave shall be deemed to have resigned and will be separated from employment.

13. CONTRACT STAFF:

a. No rights or privileges contained in these personnel policies shall apply to contract labor or seasonal employees.

b. Contract employees shall work under an employment contract and job description and shall be responsible to the museum director. Job descriptions for the Bookkeeper, Janitor and Maintenance person appear in the Appendix.

APPENDIX

SECTION

C

CARBON COUNTY MUSEUM JOB DESCRIPTIONS

At the Carbon County Museum, in order to meet public needs, there are tasks that must be performed by all staff members. These include:

- Opening and closing the museum,
- Greeting, documenting and registering visitors,
- Monitoring security,
- Conducting tours of the museum,
- Retrieving requested artifacts and archival material,
- Accommodating visitor's requests for information, duplication and sale items,
- Assisting in the transfer of museum objects,
- Serving on the Collections Committee.

MUSEUM DIRECTOR

The Museum Director, under the authority and guidance of the Museum Board, is responsible for all phases of the museum's operations. The duties of the Director include:

BOARD-DIRECTOR RELATIONSHIP:

- Assuring that the policies and procedures established by the Board are implemented and recommending changes,
- Preparing the annual budget and overseeing daily fiscal operations of the museum,
- Reviewing the content and scope of the museum's collections, programs, and activities.

PUBLIC DUTIES:

- Overseeing the development of the museum's tours, educational materials, and programs,
- Working with governmental entities to foster cultural resources and tourism,
- Implementing cooperative relationships with Carbon County's other museums.

MUSEUM COLLECTION:

- Supervising the accessioning, cataloging, display, maintenance, and

storage of the collection.

Serving as a permanent member of the Collections Committee.

PERSONNEL:

With Board approval, interviewing, hiring and dismissing staff.
Establishing and maintaining personnel records,
Providing orientation to new employees,
Interpreting Board Policies and Procedures to staff,
Supervising volunteer program,
Identifying and implementing appropriate educational experiences for staff,
Facilitating cooperation, pride, trust and group identity.
Assigns hours and schedules employees.

EDUCATION:

Keeping current on new technology and trends in museum management,
Attending appropriate workshops, seminars and conferences.

MUSEUM ASSISTANT:

The Museum Assistant is responsible to the Museum Director. Most of the assistant's duties are with the collection and include:

COLLECTION:

Processing collections, including accessioning, maintaining inventory and documentation.
Preparing artifacts and archival materials for display or for storage.
As assigned, performing specific tasks of exhibit planning, installation and maintenance.
Assisting in the preparation of education and promotional materials.
Researching background information for exhibit planning and presentation.
Performing other collection duties as assigned by the Director.

OFFICE:

Typing, duplicating, using office technology.

EXHIBIT COORDINATOR/OFFICE MANAGER

The Exhibit Coordinator/Office Manager is responsible to the Museum Director. A dual role, part of this position utilized the collection in an effective way to entertain and educate the public. The other responsibility is the maintenance of the Museum's automated delivery systems. Duties include:

COLLECTION:

Initiating and supervising the design, preparation and installation of exhibits and displays.

Assisting in processing collections, to include accessioning, cataloguing, inventorying, and documenting.

Researching artifacts and archival materials to aid identification and interpretation.

PERSONNEL:

Provide training about exhibit planning and preservation.

Training staff/personnel in new technology.

Assisting the Director in instructing staff about tasks and workloads, policies and procedures.

OFFICE MANAGER:

Advising the Board concerning new technology for maintenance of records.

Overseeing of office equipment and computer software and hardware, recommending changes and upgrades to the Director and the Board.

Typing, duplicating, using office technology.

EDUCATION:

Researching practices in effective display.

Visiting other museums to garner useful ideas.

Keeping abreast of changes in technology to improve collection

accessioning.

HISTORIAN:

The Historian is responsible to the Museum Director. The Historian performs research assignments of a general nature. This includes preparing responses to requests for information of Carbon County and Wyoming history. The Historian also conducts archival research to enhance and interpret the Museum's collections. Assignments include:

PUBLIC DUTIES:

Consulting resource materials in answer to requests for information.
Creating under the auspices of the museum and presenting for the museum written materials and public performances based on Carbon County and Wyoming History.

COLLECTION:

Researching historical objects in preparation for their display.
Assessing items for historical significance and value (in collaboration with the Director and Registrar.)
Advising in the cataloguing process.
Serving as a permanent member of the Collections Committee.

REGISTRAR

The work of the Registrar relates to the accession, condition and location of the objects in the museum's collections. All cataloguing of artifacts and archival materials is the responsibility of the Registrar. The Registrar may supervise other staff working in this domain. The Registrar is responsible to the Museum Director. Duties include:

BOARD-REGISTRAR RELATIONSHIP

Advising the Board on policies and procedures for the accessioning and de-accessioning of objects accepted by the museum and following the resultant policies and procedures.

COLLECTION:

Supervising the arrival of accepted museum items and noting condition.

Assigning remediation, if needed, to appropriate staff members.

Registering and accessioning all objects according to the established system; editing when necessary.

Maintaining records of storage, display and loan location of all artifacts and archival materials.

Assessing items for historical significance (With the Director and the Historian).

PERSONNEL

Provide periodic in-services to staff and training new employees concerning accessioning procedures.

APPENDIX

SECTION

D

SAFETY AND SECURITY PROGRAM

PURPOSE:

To provide all staff the information, guidelines and procedures to provide for the safety and security of the staff, the public and the property.

GENERAL EMERGENCY PROCEDURES:

The staff has a limited ability to deal with on site emergencies. The use of the communities emergency services is imperative. All staff will be familiar with the 911 emergency phone number and response system.

In any emergency situation the staff will provide documentation about the emergency and the response to said emergency. This will be in the form of completing an Emergency Report Form.

If a person is injured, it is best to get them to sign the form.

GENERAL EMERGENCY PROCEDURES:

A. What is an emergency:

Sudden Illness

Injury

Fire

Bomb Threat

Natural Disaster

Biological Attack

Break in; Theft; Vandalism or Robbery

Public Disturbance

B. Do not admit any wrongdoing, guilt, etc.

SUDDEN ILLNESS:

1. Respond to person and if able and allowed, render first aid.
2. Offer or call 911.
3. Continue to render first aid until relieved by emergency services.
4. Fill out the emergency form and get person to sign it.

FIRE ALARM:

1. Activation is by smoke detectors located throughout the buildings. This will set off an audible alarm.
2. When alarm is heard, a staff member will call 911 and activate the emergency response.
3. Staff members will then ensure the safe egress of all patrons and staff from the buildings. All doors will be closed upon leaving the building.
4. If the fire is small and if the staff member can do so in a safe manor, they can use a portable extinguisher to extinguish the fire, but only after the patrons and other staff are out safely.
5. All staff members will be familiar with the emergency evacuation plan. All staff

members will be familiar with and know how to use all fire extinguishers.

BOMB THREAT:

1. Notify other staff members.
2. Get as much information about person and bomb as possible (use form).
3. Escort all patrons out and secure building.
4. Notify local law enforcement.
5. If needed notify the Fire Department.
6. Conduct search of building by helping law and fire officials.

INTRUSION:

1. If alarms are activated, do not enter until Law Enforcement is at Museum and ready.
2. If you are attacked/robbed, do not resist. Cooperate. As soon as possible call 911. Give a description of person, weapon, vehicle, and anything that may help (use form). Get a description and count of all artifacts taken. Contact Museum Director.

PUBLIC DISTURBANCE:

1. Notify other staff.
2. The staff will approach person(s) and politely ask the person(s) to leave and escort them to the exit.
3. If this is too dangerous or person(s) resist, call law enforcement.
4. A written summary of events should be done and turned over to the Museum Director as soon as possible.
5. DO NOT fight with patrons. DO NOT threaten or get physical with patrons. DO NOT provoke or antagonize patrons.

NATURAL DISASTER: (High winds, tornado, earthquake, etc.)

1. Notify staff of warning or watch.
2. Notify patrons of conditions. Recommend proper actions (seek shelter-stay in center wall of building).
3. Stay calm-watch for breaking windows, falling objects, etc.
4. When all clear-assess for damage, injuries, fire, etc.
5. Take care of any of the above and call Museum Director.

HAZARDOUS MATERIALS: All materials used in the care and maintenance of the building and care and preservation of artifacts will have an MSDS sheet on file in the museum.

HAZARDOUS MATERIAL SPILLS:

1. Clear the area of all nonessential personnel and visitors.
2. Identify substance.

3. If small and safe to do, detain and clean up spill.
4. If large or a health hazard exists, call 911 for assistance.
5. If unknown spills, odors, or problems exist, clear the area and call 911 from a remote location. Leave all lights and electrical equipment as they are.

EVACUATION:

1. DO NOT endanger life in attempting to rescue artifacts.
2. Only evacuate or move artifacts that are threatened, and can be moved safely.
3. Move artifacts to a safe, secure area. Need help from law enforcement and fire department.
4. Keep artifacts together, covered, guarded.
5. Move most valuable artifacts first and most vulnerable.

DISASTER CALL LIST

Date: _____

DIRECTOR:
MANAGER:
HISTORIAN:
ACCESSIONS:
ACCESSIONS:
ASSISTANCE/SAFETY:
JANITORIAL:
BOOKKEEPER:

BOARD:

MUSEUM ADDRESS: 904 W. Walnut (328-2740)
STORAGE HOUSE: 619 10TH Street (324-2180)

ELECTRICAL:

GAS:

WATER:

SECURITY: Wyoming Security Systems, Inc. 307-634-8513
(Password-)

SHERIFF: 324-2776 nonemergent-otherwise 911

POLICE: 328-4530 nonemergent-otherwise 911

IN HOUSE EMERGENCY EQUIPMENT AND LOCATIONS

A. KEYS

1. Cases and storage areas on keyboard in cabinet in East Office.
2. Doors and gates on key rack in kitchen cabinet to right of sink.

B. MAIN UTILITIES

1. Main Electrical-Basement South West, brown breaker box.
2. Main Water-Lower Right valve at bottom of stairs.
3. Main Gas-Gas meter in alley East of Garage.

C. ABC FIRE EXTINGUISHERS

1. On case just East of main entrance.
2. Kitchen North East corner by door to picture room.
3. Garage just West of Door.
4. Basement just West of door to stairs.

D. PHONES

1. East Office.
2. West Office.
3. Kitchen.

E. FLASHLIGHTS

1. Bookcase in Kitchen.
2. Top of case just East of door to garage.
3. Garage in wagon by large door.

F. FIRST AID KITS

1. On wall just East of main entrance by fire extinguisher.

G. PORTABLE FANS

1. In garage permanent storage.
2. Storage cabinet West Stage on North wall by heater venting.

EMERGENCY REPORT OF CARBON COUNTY MUSEUM

DATE: _____ TIME: _____

LOCATION: _____

NATURE OF EMERGENCY: _____

Brief description of what happened:

Response to Emergency:

First Aid _____ Fire Extinguisher _____ Other _____

Name of injured person: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____

Witnessed: yes ___ no ___ Name of Witness: _____

Emergency Services Used: Fire _____ EMS _____ Law _____ N/A _____

SUGGESTIONS: _____

Report Filled out by: _____ Date: _____

SUSPECT DESCRIPTION

Sex: _____ Race: _____ Age: _____
Height: _____ Weight: _____
Complexion: _____ Color: _____
Hair length: _____
Glasses (type): _____
Facial Hair: _____
Tattoos/scars/marks: _____
Hat: (color, type): _____
Tie: _____ Coat: _____
Shirt: _____ Pants: _____
Shoes: _____ Other: _____

FACIAL APPEARANCE

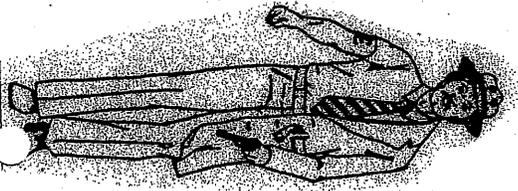
(Only what you definitely remember)
Hair style: _____ Texture: _____
Eyebrow Shape: _____ Sideburns: _____
Wrinkles(location): _____
Shape-Size of ears: _____
Eye color: _____ Nose Shape: _____
Cheeks (full-sunken) Mouth-Lips: _____
Beard/Mustache: _____
Chin Clefts: _____
Neck and Adams Apple: _____
Other: _____

WHAT DID SUSPECT SAY?

WHICH WAY DID HE GO?

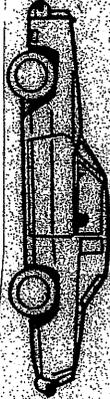
WEAPON

Revolver/Hand gun/Knife
Other: _____
Color: blue/black/silver
Other: _____
Folding/Solid
Length: _____



AUTO DESCRIPTION

(Give this report to first officer on scene)

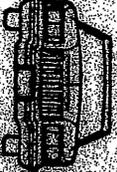


SIDE OF VEHICLE

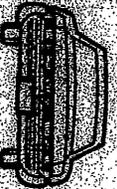
Year _____ Make _____
License No. _____
Color _____
Body Style (doors) _____
General Description: _____

FRONT/REAR

Headlights (No.) _____
Tail lights (shape) _____
Which way did car leave? _____
Other: _____



FRONT



REAR

MAINTENANCE

Routine maintenance checks will be done and reported to the Museum Board.

- I. Building and grounds:
 - A. Inspect building inside and out.
 - B. Repair minor problems as detected.
 - C. Write up report for board and include repair costs or estimates on major projects.

- II. Light/Humidity Monitoring:
 - A. Borrow monitoring equipment from CWAM in Laramie approximately 3 times a year.
 - B. Keep log of findings and adjustments.
 - C. Write up report for board.

- III. Pest/Insect Control:
 - A. Place sticky traps in various locations to identify problem areas.
 - B. Clean problem areas (i.e. school house) as needed.
 1. Food control: Keep food to minimum and always put away in sealed containers when not in use.
 - C. Place pest strips as needed to control problem areas or request assistance from professionals.
 - D. Write up report for board.

- IV. Routine upgrading of display material:
 - A. Replace plywood, Masonite, fiberboard or put down protective layer.

- V. Storage of hazardous materials: (Including paints, cleaners, pest traps, etc.)
 - A. Should be stored in maintenance area in metal cabinet.
 - B. Products should be clearly labeled and in appropriate containers.
 - C. MSDS (material safety data sheets) should be acquired on all hazardous products and kept office manual under MSDS.

- VI. General Repair, setting up new displays, moving artifacts, (furniture, etc.) changing lights, as needed.

- VII. Furnace Filters, cleaning and/or replacing every 2 months.
 - A. Filters located on right lower side of each furnace.

APPENDIX

SECTION

E

PERMANENT RECEIPT

CARBON COUNTY MUSEUM 9TH AND WALNUT, BOX 52 RAWLINS, WY 82301

Gift Agreement

Date: _____

I, We _____ hereby donate to the Carbon County Museum the articles that are described below. The Museum will consider the articles as gifts which may be used in any manner that is deemed to be in the best interest of the Museum in accordance with the collection's policy attached to this agreement. The Museum retains the right to dispose of any article not meeting this criteria.

DESCRIPTION DATA

Item/s, (Notes, History, Date or Period of Item/s)

- 1. _____

- 2. _____

- 3. _____

- 4. _____

CONDITION OF ITEMS

(Continue on back if needed)

Donor/s

Phone Number

Address

E-Mail

City, State, Zip

Accepted for the Carbon County Museum by _____

For Museum Information Only:

Accession Number: _____

Cataloguer's Name: _____

Computer Database Entry Date: _____

TEMPORARY RECEIPT

CARBON COUNTY MUSEUM 9TH AND WALNUT, BOX 52 RAWLINS, WY 82301

Gift Agreement

Date: _____

I, We _____ hereby donate to the Carbon County Museum the articles that are described below. The Museum will consider the articles as gifts which may be used in any manner that is deemed to be in the best interest of the Museum in accordance with the collection's policy attached to this agreement. The Museum retains the right to dispose of any article not meeting this criteria.

DESCRIPTION DATA

Item/s, (Notes, History, Date or Period of Item/s)

- 1. _____

- 2. _____

- 3. _____

- 4. _____

CONDITION OF ITEMS

(Continue on back if needed)

Donor/s

Phone Number

Address

E-Mail

City, State, Zip

Accepted for the Carbon County Museum by _____

**NOTE: 1) A TEMPORARY RECEIPT DOES NOT IMPLY ACCEPTANCE INTO THE MUSEUM'S COLLECTION. IT IS A RECEIPT FOR OBJECTS HELD, BUT NOT OWNED BY THE MUSEUM
2) THESE OBJECTS WILL BE GIVEN THE SAME CARE AS OBJECTS IN THE COLLECTION.
3) OBJECTS NOT RETRIEVED WITHIN ONE MONTH OF NOTIFICATION WILL BECOME THE PROPERTY OF THE MUSEUM.**

FINAL ACTION TAKEN: ACCESSIONED _____ ACCESSIONED IN PART _____ RETURNED _____ DATE _____

CARBON COUNTY MUSEUM COLLECTIONS POLICY

MISSION:

The Carbon County Museum is a public museum, the purpose of which is the acquisition, preservation, interpretation, and exhibition of information and materials relevant to the history and growth of Carbon County, Wyoming, and its regional environs. The museum also exists to address the intellectual and cultural needs of Carbon County and encourage its educational growth through exhibits and programs.

ACCESSIONS:

Objects may be obtained for the museum's permanent collection through donation, bequest, transfer, trade, or purchase. To be accepted into the Carbon County Museum's permanent collection, an object should be within the domain of the mission statement; in good condition or of such historical value that this outweighs condition; within the limitations of the museum to provide adequate care for the object; different from other objects in the collection as to history, design, or condition; from a donor who has clear title and who, generally defines no restrictions. In extraordinary circumstances, the Board may approve a restricted donation upon the recommendation of the collection committee.

The Museum periodically changes exhibits so no object can be considered for permanent exhibit. Accessioned objects may be used for exhibition, education, research, or deaccessioned. (See below.)

Collections will be made available to the public in a manner that best protects and preserves the objects. The care and safety of the collections shall be the direct responsibility of the Museum staff.

Donations to the Museum are tax deductible, but the Museum shall not appraise donations for tax purposes nor as a service for visitors. It is recommended that appraisals be done by a professional before the item is donated to the Museum. Donors must declare in writing that they have full ownership of item(s) donated and have complete authority to make the donation.

DEACCESSIONS:

Objects which do not contribute to the purpose and goals of the Museum are liabilities and subject to removal from the collections. Possible examples are duplicate, irrelevant or badly deteriorated items.

In order to improve existing collections, make the best use of available space, and to best serve the public interest, the Museum staff may, with the collections committee approval, remove objects from the collections.

Deaccessioned items may be transferred to the educational collection; exchanged, transferred or sold to another county institution; returned to the donor; or sent for disposal. No item will be sold directly or given to any Museum employee, member of the Museum Board, or member of the county governing authority.

I have read, understand and agree to these terms.

Signature/s

Date

Carbon County Museum Representative

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I have read, understand and agree to these terms.

Signature/s

Date

Carbon County Museum Representative

PERMISSION TO PUBLISH CONTRACT

Date

**Carbon County Museum
904 West Walnut
Rawlins, WY 82301**

Subject to the following terms and conditions permission is granted by the Carbon County Museum, hereafter "Museum", to the undersigned institution, organization, or individual, hereafter "Publisher", to publish the below listed photographs from the collections of the Carbon county Museum in the work specified in this contract.

Subject Photo and/or Negative Accession Number, Object ID Number and Title -

CONDITIONS

1. Permission is granted for **ONE TIME NON-EXCLUSIVE USE ONLY**. Photographic material may not be reused without the written permission of the Museum.
2. A credit line is required and **MUST** be included with each published image. It must state: "**Carbon County Museum Rawlins Wyoming.**" In the case of motion pictures and television, the credit line must be listed at the end of the production. In the case of digitized images, whether at a website or part of a CD package, the credit line must accompany the image without altering or being part of it. Credit for exhibited photographs must be placed in a visible location on or near the photograph and must be legible. The person ordering the photographs and requesting permission for their use will be responsible for the proper credit line.
3. If the photograph(s) is/are printed, the Publisher must provide the Museum with a copy of the publication containing the photograph(s) listed above. The Publisher understands that the publication provided may be added to the collections of the Carbon County Museum and made available for public use. If the work contains no more than two photographs, tear sheets of the title page and/or page(s) containing the photographs and acknowledgments may be provided in lieu of a copy of the publication.
4. If the photograph(s) is/are used in a motion picture film, filmstrips, video, or slide show, the Publisher must provide still photographs or photocopies of the title frame and the frame showing the picture's credits or tape to the Museum. If the photographs are digitized, the Publisher must provide a copy of the CD or website address to the Museum.
5. Copies or prints of the photographs used from these collections may not be deposited or placed on file in any repository without the express written permission of the Museum.
6. The paper copies or prints of photographs provided under the terms of this contract may not be used to produce additional paper copies or photographic prints. Prints are provided only to allow the publication of their photographic images. The images may be copied and distributed only in the published form specified below.

7. The person ordering the photograph(s) will be responsible for the accurate reproduction of the image. Manipulation that alters the photograph in any way is not allowed. This includes, but is not limited to, cropping, colorization, overprinting, or altered digitizations of the photograph.

8. Processing fees and commercial use fees, if assessed, must be paid to the Museum before an order will be processed or photographs may be used. Sales tax will be added as required. Fee amounts are listed below.

9. ~~No additional promotional or advertising uses of the photograph(s) will be allowed without the express written permission of the Museum.~~

10. The Publisher agrees to provide a clear and precise description of how the photograph will be used, or to provide a sample of the product upon which the photograph will appear. The Museum reserves the right to refuse the use of a photograph from its collections.

11. If the terms of this contract are violated by the Publisher, future requests for use of photographic images from the collections of the Museum may be refused. The Museum may also seek prosecution of the publisher.

Failure to comply with the above terms and conditions may result in denial of further access to the Museum's photo collection. It is expressly agreed and understood by the publisher that the Museum makes no warranties or representations regarding the copyrights in and to the described photographs. The Museum warrants only that it is the owner of such photographs. It is expressly agreed and understood that it is the responsibility of the Publisher to resolve any questions regarding the copyrights in and to the described photographs.

Sovereign Immunity. Carbon County and the Carbon County Museum do not waive sovereign immunity by entering into this contract, and specifically retain immunity and all defenses available to them as sovereigns pursuant to WYO.STAT. 1-39-104(a) and all other state and federal law.

Indemnification. The Publisher shall release, indemnify and hold harmless Carbon County and the Museum and their officers, agents, employees, successors and assignees from any cause of action, or claims or demands arising out of Publisher's performance under this contract.

NAME OF PUBLISHER: _____

NAME OF PUBLICATION IN WHICH PHOTOGRAPH WILL APPEAR: _____

PROPOSED RELEASE DATE: _____

FEES: PROCESSING _____ COMMERCIAL USE _____

PURPOSE OF USE:

- | | | |
|--|---|---|
| <input type="checkbox"/> Advertising/Promotion | <input type="checkbox"/> Display or Exhibit | <input type="checkbox"/> Video |
| <input type="checkbox"/> Article In Periodical | <input type="checkbox"/> Motion Picture | <input type="checkbox"/> Other(Specify) |
| <input type="checkbox"/> Book | <input type="checkbox"/> Newspaper | |
| <input type="checkbox"/> Digital Media | <input type="checkbox"/> Television | |

THE UNDERSIGNED PUBLISHER AGREES TO THE TERMS AND CONDITONS SPECIFIED ABOVE:

SIGNATURE: _____ DATE: _____

NAME (PLEASE PRINT): _____

ADDRESS: _____

CARBON COUNTY MUSEUM:

NAME: _____

TITLE: _____

DATE: _____

SIGNATURE: _____

Please sign and return original to :

**Carbon County Museum
P.O. Box 52
9th & Walnut
Rawlins, Wyoming 82301**

**CARBON COUNTY MUSEUM
PHOTOGRAPH COLLECTION USE FEES**

The following use fees will be charged for use of one or more copies of photographs which are available from the collections of the Carbon County Museum. Permission may be granted for one time use only. Any subsequent use requires permission and payment of additional fees. The use of any photograph from our collection must be accompanied by a line crediting the Carbon County Museum Rawlins Wyoming. A complimentary copy of any book, article, CD, etc. in which the photographs are used shall be donated to the Museum. All orders must be paid in advance.

A. Use fee per photograph for books, posters, postcards, calendar, brochures and T-shirts.

- | | | |
|----|-------------------------|----------|
| 1. | Less than 5,000 copies | \$10.00 |
| 2. | 5,000 to 10,000 copies | \$30.00 |
| 3. | 10,001 to 25,000 copies | \$75.00 |
| 4. | More than 25,000 copies | \$100.00 |

B. Use fee per photograph for serials (Magazines, newspaper, etc.)

- | | | |
|----|--------------------------|----------|
| 1. | Less than 50,000 copies | \$10.00 |
| 2. | 50,000 to 100,000 copies | \$25.00 |
| 3. | More than 100,000 copies | \$100.00 |

C. Use fee per photograph for videotapes, videodiscs, CD ROM, Internet or other software usage:

- | | | |
|----|------------------------|---------|
| 1. | Less than 5,000 copies | \$25.00 |
| 2. | 5,000 or more copies | \$75.00 |

D. Use fee per photograph for a commercial motion picture or television production:

\$50.00

E. Use fee per photograph for book jacket use:

\$50.00

F. Use fee per photograph for advertising use:

\$100.00

G. Use fee per photograph for commercial decorative display (restaurants, offices and stores):

\$25.00

No fee will be charged for any non-profit or educational uses.

CARBON COUNTY MUSEUM

COPY/PROCESSING FEE SCHEDULE

Prepayment is required on all orders for reproductions. These fees apply to government agencies as well as the general public.

A. PHOTOCOPIES:

1. 8" X 10" AND 8" X 14" \$.15 per sheet.
2. 11" x 17" \$.25 per sheet.

The staff reserves the right not to copy materials if they may be damaged in the process or if the order violates copyright laws.

B. SCANNING: Minimum scanning is to 600 DPI and printing is on either matt or glossy photo paper.

The fees for reproduction of black and white photographic prints are as follows:

1. 5" x 7" \$8.00 per copy.
2. 8" x 10" \$8.00 per copy.

The fees for the reproduction of color photographic prints are as follows:

1. 5" x 7" \$15.00 per copy.
2. 8" x 10" \$15.00 per copy.
3. Customer provides CD ROM: \$4.00 per picture.
4. Museum provides CD ROM: \$8.00 per picture.

C. POSTAGE AND HANDLING:

1. Within U.S. \$6.00.
2. International and Mexico \$10.00.
3. If bulk items, then exact postage will be charged.

Documents and photographs can be scanned by the museum staff. Scanning of photographs is limited to 5" x 7" and 8" x 10" prints. Scans may be recorded on CD-ROM or forwarded as E-mail attachments. Researchers are not allowed to do their own scanning or photocopying. This is a precautionary measure to reduce the risks of improper handling of records and mixing originals with copies. Requests for the scanning of a large number of records or photographs must be submitted in writing to the Museum ten (10) days in advance.

Submission of a Permission to Publish Contract is required if the photograph is to be exhibited, published, or used commercially. See separate schedule for commercial use fees.

CARBON COUNTY MUSEUM-ARTIFACT LOAN AGREEMENT

The following items will be used in an educational program outside of the museum under supervision. Their use will be in a manner protective of the artifact as described below.

Special Handling: Insurance coverage will be provided by the borrower or may be assumed or waived by the museum. Estimated replacement value shall be provided by the Museum.

Insurance:

Packaging:

Transportation:

Description of Items:

- 1. Accession # _____
- 2. Accession # _____
- 3. Accession # _____
- 4. Accession # _____

A credit line used for all borrowed objects or photographic or other duplication images of those objects shall be: Carbon County Museum.

Organization	Address	Phone

Signature	Date

Borrower agrees to all the conditions and guidelines of this loan form as stated on page 9 of the Carbon County Museum by-laws.

Museum Representative

The above items have been returned in satisfactory condition on _____ by

Name of the Organization	Signature

Museum Representative