



Collect. Preserve. Educate.

The Campbell County Rockpile Museum tells the story of the Powder River Basin.

John Daly, President
Tami Bishop, Vice-President
Sherry Lowell, Secretary-Treasurer
Rita Cossitt Mueller
Kelcie Hughes

A. Call To Order And Introductions

B. Roll Call

Members and guests are encouraged to share a historical story or object.

C. Approval Of Agenda

D. Approval Of Minutes

Documents:

[ROCKPILE MUSEUM BOARD MINUTES FOR JUNE 2018.PDF](#)

E. Board Elections

F. Expense Report

Documents:

[ROCKPILE MUSEUM EXPENSE REPORT FOR JULY18.PDF](#)

G. Collections Report

Documents:

[CCRM COLLECTIONS REPORT FOR JULY 2018.PDF](#)

I. Collections Policy Revisions And Approval

Documents:

[2018 REVISED COLLECTIONS POLICY.PDF](#)

H. Education Report

I. Visitation Report

II. "The Way We Worked" Exhibition And Program Update

- I. Schedule
- J. Old Business
 - I. Strategic Plan Survey Update
 - II. Highway Crossing Safety Update
 - III. Board Goals
 - IV. Thank You Letters/Cards
- K. New Business
- L. General Discussion
- M. Adjournment

Campbell County Rockpile Museum
900 W. 2nd Street Gillette, WY 82716 307-682-5723 rockpile@vcn.com

Minutes for the CCRM Board Meeting
Regular Monthly Meeting - June 19, 2018
Rockpile Museum, 6:00 p.m.

A. Call to Order and Introductions

I. Call to Order

The meeting was called to order at 6:10 pm by Board President John Daly.

Present: Museum Board Members: John Daly, Tami Bishop, Sherry Lowell and Rita Cossitt Mueller

Museum Staff: Director Robert Henning

Absent: Kelcie Hughes

Guests: Charlene Busk

II. Introductions: None

- III. Roll Call-During the roll call of the Rockpile Museum Board each member and guest presented a brief historical story, object or memory for the group. Robert Henning talked about the district court files he received from the State Archives on the Tom Morgan horse thief case. He pointed out that Alonzo M. Clark was the County Clerk at the time and that he would later become Wyoming governor. Rita Cossitt Mueller presented the account of multiple rebuffs that a Montana town experienced trying to establish a post office. Her relatives comprised the small community and after the many failed attempts to get their town name approved someone said, "Well, that puts the Quietus to that." They sent the name, Quietus, in and their post office was approved. Sherry Lowell talked about Wyoming's state farms in 1925 and a visit by the state superintendent, Mr. Quayle to the one three miles east of Gillette according to the Gillette News. Local experiments with various methods of fallowing were done to benefit the ranchers and farmers. Tami Bishop talked about the three-story building that was on the Bishop Ranch years ago used for sheep shearing. She mentioned the 10-ft long bags that the shorn wool was placed in. Her husband, Blair, at a young age was dropped into a bag just before lunch—the jokesters said they would get him out after lunch. Blair used his pocket knife to cut himself free and was at the lunch table before anyone else to the surprise of the jokesters. John Daly recalled the June 20, 1945, wedding of his parents at Kerns Ranch in Parkman, Wyoming, when the lilacs were in full bloom—different from today's blooming cycle. WWII ration cards for sugar had to be saved up so a wedding cake could be prepared. His parents had met in Laramie, WY, while at UW, however, Daly's

mother's parents met the Daly's for the first time at the wedding since travel was prohibitive. Charlene Busk shared her scanning work on the Drew donation letters and discussed how interesting the change in the English language and spelling has been. Her example was "inclosed" rather than enclosed.

B. Approval of Agenda

Board reviewed agenda and John Daly called for changes or corrections. No changes or additional items were presented. Tami Bishop moved to approve the agenda for tonight's meeting as presented, Rita Cossitt Mueller seconded the motion. Motion passed unanimously.

C. Approval of Minutes

The May 15, 2018 regular board meeting minutes were presented for review and approval.

Rita Cossitt Mueller moved to approve the May 2018 board meeting minutes; seconded by Tami Bishop. Motion passed unanimously.

D. Expense Report

As of June 19th, there were 23 purchase orders from the regular budget to be approved and paid totaling \$6,668.90. Seven of these were for FY18-19 and were checks needed for the Homestead Heritage Festival. There were at least 6 outstanding invoices from the general museum accounts totaling \$3,936.76 and one outstanding invoice from 1% funds totaling \$776.53.

For the month of May, there were 23 vouchers from our regular accounts totaling \$8,422.72 and one voucher from the 1% accounts totaling \$194.95. Board Member Kelcie Hughes signed the following vouchers after the regular May meeting:

Sue Collins	\$63.00
Black Hills Energy	\$245.26
Office Depot	\$117.98
Tami Waldner, LLC (Home Fire Foods)	\$370.00
Cara M. Reeves - Mileage Reimbursement	\$2.73
Gourmet on the Go LLC	\$132.00
Qdoba Mexican Grill	\$200.50
Walmart	\$64.74
Gillette News-Record	\$495.00
First National Bank Visa	\$200.24
CC Chamber of Commerce	\$560.00
First National Bank Visa - 1%	\$194.95

Rita Cossitt Mueller moved to approve the May 2018 purchase orders signed by Board Member Kelcie Hughes and the June/July 2018 purchase orders as presented; seconded by Tami Bishop. Motion passed unanimously.

E. Collections Report

I. June Collections Report

There were 9 donations for the board to evaluate this month. Donors included: Gary Marquiss, L.J. Turner, R. T. Cox, Shirley Powers, Mary Kelley, James Edwards (2), Monica Drew of Billings, Montana, and Diane Hackett. A full report with objects and recommendations was in each board member's packet. Inventories of the larger donation were also included.

Tami Bishop moved to approve the staff recommendations regarding the nine donations; seconded by Rita Cossitt Mueller. Motion passed unanimously.

II. Bell Donation by Daniel Rhodes – Tabled in July 2017

DISCUSSION: John Daly would like to see them in our museum collection since we have none like them. Probably one of the bells was for a “bell mare”, while another could be a “bell weather” (sheep).

Tami Bishop moved to decline the Rhodes bell donation. Rita Cossitt Mueller seconded the motion. Following some discussion, the motion was defeated unanimously.

A motion was made by Rita Cossitt Mueller to accept the three bells into the prop collection; seconded by Tami Bishop. Motion passed unanimously.

III. Dixie Reece Painting Donation

DISCUSSION: The entire 70 painting collection may become available to the museum through the future owner and confidante of the late Dixie Reece, Barb Anderson. The museum staff will be making a trip to see the collection and talk with Barb Anderson about the paintings. Several of these paintings hung in the office of Senator Clifford Hansen in Washington, DC, at one time. Reece was born and raised on a homestead in Campbell County. Her paintings reflect the folk artist genre. Board member, Tami Bishop, expressed interest in having the paintings in the museum. Rita Cossitt Mueller, also, would be interested. John Daly believes that if we do not collect items/collections when they become available, in the future they may not be available, i.e., Hans Kleiber collection was broken up.

IV. Collections Policy Revisions

DISCUSSION: Director Henning will send files to each board member regarding revisions. One file will have highlighted changes within the current policy wording and the second file will be an updated version of the proposed policy with the changes included. Discussion will occur at the July meeting.

F. Education Report

- I. Visitation Report – The total number of patrons served in May was up slightly from 1,337 last year to 1384 this year for an increase of 47 or 3.5%. For the year we continue to be down 337 visitors or 6.25% over last year at 5,054 total residents and visitors served.

DISCUSSION: Director Henning mentioned that by mid-June, the visitor count was 90 persons greater than the year before.

- II. *The Way We Worked* Exhibition and Program Update

- a. PAST PROGRAMS:

Opening on May 19

Artist Roundtable on May 23

Wyoming Humanities/Sam Western on June 1

Coal History at CCPL on June 7

Game Warden History on June 12

Director Henning updated the board on how these events went and noted that attendance for *The Way We Worked* programs has totaled 210 thus far.

- b. UPCOMING:

L&H Industrial History on July 12 at CC Public Library

Homestead Heritage Festival on July 21

G. Schedule

June 22 – RMA Board Meeting – 2:30 p.m.

July 4 – Museum OPEN 8:00 to 1:00

July 12 – L&H Industrial Program (TWWW) – CC Public Library – 7:00 p.m.

July 16 – TWWW exhibit take-down

July 17 – CCRM Board Meeting and Elections

July 19 – RMA Annual Membership Meeting – 7:00 p.m.

July 21 – Homestead Heritage Festival

Week of July 23: Rec Center Kids Camp

August 21 – CCRM Board Meeting

August 30 – James Fuller “Blizzard of ‘49” Book Presentation – 7:00 p.m.

DISCUSSION: Rita Cossitt Mueller mentioned that “Coffee with the Director” was of interest to her husband but the 9 a.m. timeframe was not convenient for working folks. Henning commented that this event had been cancelled for the summer, but would consider the comment on the time for this event.

H. Old Business

- I. Budget for FY18-19

DISCUSSION: The upcoming museum budget reflects an increase of approximately 7.8%. County employees are eligible for up to a 4% raise based on performance rating. John Daly mentioned that the letter from Chairman Mark Christensen addressed to

Director Henning was misdirected since the key areas that were mentioned are actually the Museum Board responsibilities.

II. Strategic Planning

- a. Second Survey
- b. Schedule/Plan Moving Forward

DISCUSSION: Board members agreed to publish the recently approved second survey on July 1st and run it for a 6-week period. At the conclusion of this survey, the board will complete the strategic plan.

III. Highway Crossing Safety Letter

DISCUSSION: Director Henning talked with Michelle Edwards, WYDOT District 4 Traffic Engineer, on June 19th at the courthouse. It is likely from his discussion with her that we would not get a traffic light or designated crosswalk, but may get a “Pedestrian” sign. However, upon request from Ryan Shields, Principal Engineer, Geometrics & Studies at WYDOT Traffic Program, Henning emailed multiple dates of upcoming events at the museum so Shields’ study could more accurately determine the traffic dangers that our program participants encounter.

IV. Board Goals

DISCUSSION: Rita Cossitt Mueller will attempt to arrange a museum tour for June 28th depending on member availability. She, also, commented on “Friends of the Pen” which is a private museum support group for the Rawlins Prison. Rita Cossitt Mueller would like to do professional training as a board even by conference call. Henning offered to bring in topic specific speakers for the board. Director Henning mentioned that Patty Meyers who is on the board at the Jim Gatchell Museum in Buffalo, WY, could arrange a tour and we could talk with their board members about their strategic planning process. Henning thanked our board members for attending numerous museum events in the past month.

V. GALI Graduation / September 2017 Motion to Reimburse

Henning recently completed GALI class of 2017-18 and received congratulatory remarks from board members. Rita Cossitt Mueller moved to reimburse Director Henning the \$200 which he had paid up front. Seconded by Tami Bishop. Motion passed unanimously.

VI. Summer Internship Update

DISCUSSION: Summer Intern Elizabeth Niles is on the job working in the Annex mezzanine to unearth collection items and document them. Museum staff can then evaluate the status of documented items. RMA has provided for her stipend, membership fees and admission costs.

VII. RMA Dance Fundraiser Results

DISCUSSION: Henning reported that the 2018 dance made a \$10K profit in addition to donations paid directly to the Summer Intern fund. Dance goers enjoyed a good DJ, good facility and good steak dinner. The Silent Auction items netted \$4000+. He received numerous positive comments from dance goers about the dance and the new venue.

I. New Business

I. New Volunteer – Barb Litzinger

DISCUSSION: Litzinger is our newest museum volunteer and starts training at museum on June 20th.

II. Board Applicants

DISCUSSION: The only two applicants for the two openings on the museum board were John Daly and Tami Bishop. Henning received word on June 19th that the commissioners chose these two for their second term each. Henning sincerely appreciates Daly and Bishop re-applying for the board and congratulated them on their re-appointment.

III. GALI for 2019

DISCUSSION: Henning recommends that staff member, Wendy Legerski, apply for 2018-19 GALI class. The board was in favor of Legerski submitting her application for GALI to the County Commissioners.

IV. Thank You Letters to Donors, Exhibitors, i.e., Bennick Photos, etc. from the Board

DISCUSSION: John presented an idea for the museum board to send letters or cards of thanks in addition to staff communication. The board liked the idea.

Rita Cossitt Mueller made a motion that the Museum Board of Directors begin a program sending thank you cards or letters to donors, exhibitors, and other parties that work to benefit the museum. Tami Bishop seconded the motion. Motion passed unanimously.

Tami Bishop and Rita Cossitt Mueller offered to compose a sample letter/thank you card for board to consider. Some questions remained unanswered including should the letters include the following: museum logo, mission statement, etc.

V. Wyoming Ethics Law and Open Meeting Law

DISCUSSION: John Daly relayed the details of the recent CCH Hospital Board ethics violation. Daly is concerned that our board duly practices our executive session rules as published.

J. General Discussion: None

K. Adjourn

There being no further business, Tami Bishop moved to adjourn the meeting and Rita Cossitt Mueller seconded the motion. The meeting was adjourned by President John Daly at 7:58 p.m.

The next regular board meeting and board elections will be held on July 17th with dinner at 5:30 p.m. and meeting beginning at 6:00 p.m.

June 2018 Board Minutes submitted by Board Secretary Sherry Lowell.

CCRM Board Member

Date

CCRM Board Member

Date

VOUCHER PAYMENT

Campbell County Rockpile Museum

Claims for the Months of July 2018,
as of July 13th

PURCHASE ORDERS for FY17-18

Bear's Naturally Clean	\$283.55
Menard Inc.	\$255.71
Powder River Office Supply	\$819.81
Sir Speedy	\$163.49
Norco, Inc.	\$74.80
Wendy Legerski Mileage Reimbursement	\$31.83
Sir Speedy	\$233.25
Historical Folk Toys, LLC	\$576.35
Robert Henning Mileage Reimbursement	\$19.73
City of Gillette	\$617.78
Office Depot	\$126.90
First National Bank Visa	\$971.73
Gaylord	\$165.42
Sub-total:	\$4,340.35

First National Bank Visa - 1%	\$73.94
Gaylord Archival - 1%	\$98.91
Teacher's Corner Kids Mart - 1%	\$16.98

Sub-total for 1%: \$189.83

PURCHASE ORDERS for FY18-19

Campbell County Treasurer	\$750.00
Vista Leasing Company, Inc.	\$179.81
Store Supply Warehouse	\$98.00
Sub-total:	\$1,027.81

Grand Total: \$5,557.99

Collections Report

Campbell County Rockpile Museum – July 2018

1. Quilted Homemakers Clubs wall hanging

Square footage of storage space required: 13.67 square ft

Recommendation: Accession into Permanent Collection

This was found at the Campbell County Extension Office. No history about why they had it, when it was made, or who made the item was available from the donor. Top embroidery is “Campbell County Extension Homemakers.” The quilt blocks include:

- Indian Paint Brush Club/I.P.B./March 4, 1920/Charter Club
- Stitch & Skillet/Make The Best Better/October 12, 1950
- Gillette Blue Blades/May 12, 1961
- Thunder Basin Belles/Happy Belles to Build Happy Homes/1960-1990
- Razor City Ragdolls/Since 1980
- Wyoming Homemakers/Organized April 10,1930
- Pleasant Hour/I Will Try/March 10, 1927
- Savageton Homebuilders/October 1921
- Sasse Flats/January 1979
- Benefit Club/Joy In Serving Others/May 1, 1930

2. Landscape painting – potentially Jake Benson work

Square footage of storage space required: 9.03 square ft

Recommendation: Decline

This painting was given to the donor’s father, Thomas B. McMahon. He graduated from CCHS and worked at the post office. On the back of the painting is written in ink: “Given to Tom McMahon/By Jake Benson/Painter in 1940’s. There is no signature on the painting identifying the artist

3. 2 Gillette Graded Schools Certificate of Award – 1940 and 1941

Square footage of storage space required: 0.37 square ft

Recommendation: Accession into Permanent Collection

The donor is a nephew of the honoree, Lela Fay Morrison, nee Carlton. These certificates were awarded for perfect attendance at the end of the school year.

4. B/W Photo postcard of the 1930 Campbell County Fair showing grandstands and cars.

Square footage of storage space required: 0.13 square ft

Recommendation: Accession into Permanent Collection

Marked CC Fair 1930 on the front. The donor had previously donated a scan of this postcard in 2017 which was accepted into the Permanent Collection.

5. 2 Books

Democratic Republic of Viet Nam Coins and Currency – Howard Daniel – signed hardcover first edition

Republic of Viet Nam Coins and Currency – Howard Daniel – signed first edition paperback

Square footage of storage space required: 0.70 square ft

Recommendation: Add to Staff Collection – Do not accession

These were offered for donation with the intention to be used for research, specifically for staff.

6. Digital scans of :

Photographs of Jack Nisselius in WWII, Korea, Vietnam, News Record, and American Legion

News Record photos and article

Release of Service and other military documents

Photos of Jack Nisselius as a child

Square footage of storage space required: 0 square ft

Recommendation: Accession into Permanent Collection

Offered for donation by daughter of Jack Nisselius.

7. Digital scan of 1907 photo postcard of west Gillette Avenue

Square footage of storage space required: 0

Recommendation: Accession into Permanent Collection

This image is currently not available in the museum collection.

8. Book – Frontier Spirit: The Story of Wyoming 1986

Square footage of storage space required: 0.44 square ft

Recommendation: Add to Education Collection

This book belonged to Tom Butler's father, Charles. The emphasis of the book is on the people of Wyoming, how they lived and what they lived for, how events outside the state affected them, and how they affected the rest of the world.

9. Almon Edwards WWII dress uniform hat 1942-1945

Almon Edwards red baseball hat 1930's-1940's

Square footage of storage space required: 0.86 square ft

Recommendation: Accession into Permanent Collection

Almon was also known as "Ike" Edwards. There is a photograph in the museum collection of Almon wearing the offered baseball cap during his time with the Gillette Baseball team. Almon was drafted into World War II at a late age, serving in England and France. Almon would have worn this hat prior to his service in WWII. See attachments for additional information and photo. The donor stated that the dress uniform hat was found with Almon's possessions that are located at Della Gay Edwards Amend's house.

10. Gillette Monopoly

Square footage of storage space required: 1.31 square ft

Recommendation: Decline

There are currently 2 examples of this game in the museum collection.

11. Book – Reflections of Courage: Memoir of a Young Wyoming Woman (2018)

Wyoming Archaeology Awareness Month Poster –September 2018

Dex Northeastern Wyoming and Surrounding Area Phonebook - December 2016

Copy of 1966 Campbell County Map from the Wyoming Map Company of Newcastle, WY

City of Gillette Street Name Map – Revised version 1985

Square footage of storage space required: 4.34 square ft

Recommendation: Accession book and archaeology poster into Permanent Collection. Add remaining items to Education Collection

Reviewed objects from previous donation offers:

1. Gillette Little League Uniforms

Square footage of storage space required: 0.86 square ft

Recommendation: Add to PROPS

2. Native American artifacts that belonged to Albert Drew

Square footage of storage space required:

Recommendation: Accession all into Permanent Collection except repetitive items such as common scrapers, knives, and broken points which will be added to the PROPS collection.

Campbell County Rockpile Museum Collections Policy



Approved and adopted by the
CCRM Board of Directors
on August 8, 2007.

Revised and approved on April 17, 2012.
Revised in July 2018.

TABLE OF CONTENTS

I. Introduction.....	3
II. Definition of Collections.....	4
III. Collections Management Activity.....	5
A. Collection Strategy.....	5
B. Acquisition.....	5
C. Documentation.....	7
D. Deaccession.....	8
E. Access and Use.....	10
F. Lending and Borrowing.....	11
G. Care and Maintenance.....	14
H. Risk Management.....	15
I. Security.....	16
IV. Digital Collections.....	
V. Ethics.....	
VI. Reviewing the Collections Policy.....	
Appendix: Wyoming Statutes.....	

I. INTRODUCTION

The Rockpile Museum Board will maintain full responsibility for the collections policy of the Rockpile Museum. Compliance with this policy is the professional obligation of the museum's staff.

A. Mission Statement

Collect. Preserve. Educate.

The Campbell County Rockpile Museum tells the story of the Powder River Basin.

B. Statement of Authority

As the policy setting body for the Rockpile Museum, the Rockpile Museum Board represents the final authority in all operations of the museum. The museum board was created by the Campbell County Board of Commissioners in accordance with Wyoming Statutes §18-10-101 through 105. The board is an agency of the county government.

The museum board has a fiduciary and ethical responsibility to ensure the appropriate care and use of the collection including making decisions regarding the acquisition, maintenance, and deaccessioning of objects in the museum's care. The procedures for meeting these responsibilities are outlined in this policy. It is the duty of every museum board and staff member to be familiar with this policy and uphold its tenets.

C. History of the Collections

The Campbell County Rockpile Museum formed out of the Campbell County Historical Society's need for a place to store the archives and artifacts entrusted into their care and a desire to show local residents and visitors the proud history of Campbell County and the people who settled the land.

Planning for the museum began in the late 1960's, but was thwarted for several years due to a lack of place to house it. This was overcome in 1971, when founding board member and first director of the museum Ralph Kintz purchased, then donated, 1.65 acres of land encompassing a local landmark, "The Rockpile," for a museum focusing on local history, from prehistoric times to the present. It took another three years to complete the building and develop exhibits, but in July, 1974 the Campbell County Rockpile Museum opened for its first visitors.

A large portion of the collection has been at the museum since 1974 and was donated by many early benefactors, including Mr. Kintz. Since this time, the Rockpile Museum has been actively collecting and accepting donations from citizens of Campbell County and the surrounding area. Recently, the museum has been more selective in acquiring new objects due to limited storage space. The current policy is to add only objects which pertain to the history of

the Powder River Basin. The museum will actively seek to fill any historical or material gaps in its collections.

D. Compliance with State and Federal Laws

All collections activities will comply with state and federal laws, and any applicable international treaties, that govern antiquities management, wildlife protection, and the treatment of human remains. These include but are not limited to the U.S. Antiquities Act of 1906, the National Historic Preservation Act of 1966, the Archeological Resources Protection Act of 1979, the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA), the Endangered Species Act of 1973, and The Copyright Act of 1976.

II. DEFINITION OF THE COLLECTIONS

A. Geographic and Cultural Scope

The Rockpile Museum will accept materials relevant to the prehistoric, historic, and contemporary cultural history of the region which is now the Powder River Basin. Much of the material will relate to Campbell County, located within a large portion of the Powder River Basin. Campbell County has a total area of approximately 4,802 square miles and was organized in 1911. Due to this relatively recent date of creation, the Rockpile Museum may collect materials that fall outside of the current boundaries but are deemed historically significant to this community, county, or region as a whole.

B. Categories of Collections

1. Permanent Collection

Artifacts in this collection relate to Powder River Basin history through a documented provenance or are representative of the types of artifacts commonly used in this region. These artifacts are preserved to the best of our abilities and are used primarily for research and exhibition purposes. They are accessioned into the museum's collection and must be deaccessioned in order to be removed from the collection. No donation will be on permanent exhibition.

2. Education Collection

Objects in this collection are acquired for supervised hands-on teaching, exhibit, or research use. Each object is recorded and given a number specific to this collection (EC0000). Objects in this

collection are accessioned and attempts will be made to minimize the wear and deterioration of educational objects.

Any objects accessioned into the Education Collection prior to this policy, many of which have been given standard trinomial accession numbers, will be maintained under the previous system. These objects must be deaccessioned if they are no longer of use as they are one of the museum's artifact collections.

3. Prop Collection

Non-Artifact Items, or Props, are either staff collected or donations given to the museum for use in programs, displays, or for another museum usage. If donated for this purpose, as stated by the donor on the Deed of Gift, these items are accepted on the staff level and are not presented to the Board of Directors for acceptance. The Deed of Gift is used for non-artifact items to thereby transfer legal ownership. If not designated at the time of donation, these items will be sent for acceptance into the Prop Collection at the next regular Board meeting.

These objects are commonly available, are duplicates of those already in the permanent or education collection, have a weak provenance, are modern reproductions, or for some other reason are deemed inappropriate for addition to the artifact collections. These objects are thus considered expendable. These items may be altered or utilized for a one-time usage or display and disposed of by museum staff beyond that use. Record of these objects is maintained in the museum cataloging program, although, this collection is not accessioned and therefore may be disposed of at any time. If maintained for multiple usages, storage of these items is separate from collections items. All attempts will be made to minimize the wear and deterioration of Prop objects.

III. COLLECTIONS MANAGEMENT ACTIVITY

A. Collection Strategy

The Rockpile Museum seeks to expand the temporal and cultural scope of its collections to enhance existing holdings. New collections should reflect the museum's mission statement and provide information which expands knowledge of the history of the Powder River Basin.

B. Acquisition

Artifacts can be acquired for the Rockpile Museum's permanent collection through donation, bequest, transfer, trade, field collection, or purchase.

1. General Criteria for Evaluation

To be accepted into the museum's permanent collections an object will be:

- a. related directly to the natural, social, cultural, political, or economic history or prehistory of the peoples of the Powder River Basin; or representative of the types of material culture common to the area;
- b. of a size that proper storage, protection, conservation and preservation can be provided by museum staff
- c. in good physical condition, not infested, and not in need of serious conservation work, unless it is judged to have such outstanding historical value as to outweigh its condition and it can be conserved to an acceptable level of stabilization;
- d. significantly different in history, design, or condition from similar artifacts already in the collection;
- e. offered by a donor or vendor who has clear title to the object (including copyright where applicable) with no restrictions as to research, exhibit, loans, or conservation.

2. Procedures for Acquisition

- a. Donations to the Campbell County Rockpile Museum cannot be appraised, written or verbally, by a staff member.
- b. A museum staff member will determine the appropriateness of proposed acquisitions based on the above criteria and suggest whether it is likely for the object to become a part of the Permanent or Educational Collection.
- c. If deemed appropriate, the potential donor will fill out a deed of gift form and the object(s) will be reviewed on a temporary basis of no more than sixty days.
- d. During this time, the museum registrar will compile a list of all proposed acquisitions and present the list at the next regularly scheduled board meeting along with reasons for acceptance or refusal and proposed collection designation. The museum board will then vote yes or no on acceptance of the proposed acquisition.
- e. Objects will be accepted into the collections of the museum only after approval by the museum board. A quorum must be present and a majority vote is needed to approve accession.
- f. Following acceptance, the deed of gift form is signed by a museum board member, transferring ownership and/or all rights to the museum.

- g. Accession documentation will include a description of what is accessioned that is sufficient to identify the component or components until they are marked with a museum accession number.
- h. The museum has an obligation to donors to clearly describe the artifact and prop collections that the museum designates objects into. Donors must be provided an opportunity to discuss these object categories with staff and request the return of those objects prior to Board presentation for acceptance into the museum collections.
- i. Owners of unwanted objects are notified of the museum's decision and a request is made for them to pick up the objects. Any objects not picked up by the donor within six months of notification may be disposed of by the museum staff in an appropriate manner.
- j. Likewise, any objects which are unwanted by the donor may be disposed of by the museum staff.
- k. The warranty statement on the deed of gift form covers indemnification for the museum in any third-party claims.
- l. Artifacts received in all other ways including museum purchase and field collection will be considered in the same manner as offers for donation. All records including bills of sale, collecting permits, and export/import permits must be retained.

C. Documentation

The Rockpile Museum considers the documentation of its collections as important as the materials themselves and worthy of equal care. Documentation is essential to maintain the cultural and historical value of an object. The Rockpile Museum maintains paper acquisition records, a computerized acquisitions and catalog database, collections inventories, and additional support documentation for all collections. The museum will also work to produce photographic documentation of all accessioned items.

The museum maintains a computer database of all acquisitions. Each collection accepted by the museum for the Permanent Collection whether by field collection, gift, bequest, donation, transfer, exchange, purchase, or other manner is assigned a museum accession number. Accessions are numbered with the common trinomial number system expressed as:

[year of acquisition] . [lot number within that year] . [object number within lot]

Example: 2999.001.0001

Objects acquired for the Education Collection are numbered differently. These objects will be given a number in the form that follows:

Example: EC0001

All known information corresponding with each artifact and the accession as a whole is entered into the database. Any original documentation accompanying a collection is stored with museum generated documentation in the registrar's donor files.

Objects acquired for the Prop Collection are numbered differently. These objects will be given a number in the form that follows:

Example: P0001

The Props are only assigned an Object ID number for the tracking record in the computer database. The items are not assigned an accession number. The item is also photographed, physically numbered, and is stored in an appropriate props storage location.

The Rockpile Museum utilizes *Nomenclature 4.0 for Museum Cataloging* as its nomenclature system. This is the fourth edition of Robert G. Chenhall's system for classifying man-made objects.

D. Deaccession

Deaccessioning is the procedure used to record the removal of an object from the museum's permanent and education collections. The general policy of the museum toward deaccessioning is one of utmost caution and careful determination. The Rockpile Museum reserves the right to deaccession any materials in its permanent and education collections for which the museum holds clear title.

This being said, the Rockpile Museum acts as trustee of collections for the benefit of the public, particularly the people of Campbell County. Collections shall not be deaccessioned or disposed of in order to provide financial support for institutional operations, facilities maintenance, or any financial reason other than the preservation or acquisition of collections.

Deaccession will be considered very carefully. This operation can be very damaging to the public's trust in the museum. But using museum resources to maintain inappropriate collections can also be destructive to the public trust, not to mention museum funds. Therefore, deaccession procedures must be very deliberate and every step of the process will be documented.

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

1. It does not pertain to the mission, acquisition criteria, or scope of collections.
2. It lacks physical integrity, identity, provenance, or authenticity.
3. The item has deteriorated to the degree that it cannot be used for exhibit, education, or research purposes and the deterioration cannot be resolved through conservation.
4. The conservation care necessary to maintain the historic value of the item exceeds the ability of the museum.
5. It can no longer be properly stored.
6. The item poses a threat to the safety of the public, staff, or other collections.
7. The item duplicates or is very similar to other materials in the collection and does not have a significant provenance.
8. It is an item of Native American origin, human remains, cultural patrimony, or associated funerary objects, requested by authorized Native American groups in compliance with NAGPRA.
9. The return of an item is requested by the donor or his/her legally designated heirs, and for which it has been determined that the museum does not hold clear title and ownership.
10. An artifact is stolen or missing and remains unlocated for more than ten years.

Any items proposed for deaccessioning must be thoroughly researched by museum staff prior to a recommendation for deaccession. A "Deaccession Form" must be completed for each artifact or group of artifacts proposed for deaccession. The decision and final approval for deaccession lies with the museum board. After approval, the form must be signed by one board member and the museum director.

Before any item is recommended for deaccessioning or is deaccessioned, reasonable efforts must be made by the museum registrar to verify that the museum may legally do so. Also, when an object has been deaccessioned, the museum will maintain documentation about that object or collection in perpetuity. The accession or object number may not be reused.

It is recommended that the Rockpile Museum not deaccession any object that has been accessioned within the last two years to prevent the impression that the museum is trafficking in deaccessions and keep donors from running into tax law problems.

Methods of Disposal for deaccessioned collections or abandoned loans include the following:

1. Transfer or trade with another non-profit educational institution or cultural organization
2. Transfer to the museum's Education Collection or Prop Collection
3. Public auction
4. Physical discard or destruction

Materials and items shall not be given, sold, or otherwise transferred, publicly or privately, to any Rockpile Museum employee or their immediate families or representatives. Any proceeds resulting from the deaccession of items shall not be used for anything other than the acquisition or direct care of other collections.

E. Access and Use of Collections

The Rockpile Museum will provide reasonable and responsible access to its permanent collections and records for research and study, publication, program development, exhibit development, and educational purposes provided users abide by the established rules and procedures. Museum staff are responsible for providing and arranging access to the collections and maintaining complete and accurate records of all collections use. The museum has the right to protect its intellectual property and those of its donors from violation. This includes copyright, trademark, and patents.

All researchers must complete either a general "Research Request Form" for a staff search or for access to any original documents or collections. Permission for access must be granted by a staff member. Researchers must be accompanied in collections storage areas by a member of the staff. Artifacts will be handled by researchers only if they are wearing cotton gloves. All notes will be taken with pencil only.

Photographs of documents and artifacts are allowed for research purposes, but not publication. Flash illumination is allowed in the exhibit areas, but permission must be sought for use of flash on original documents and archives. Those wishing to publish photographs of any museum collections will get permission from the museum director and fill out a "Permission to Publish Contract." It is preferable that the museum provides users with these photographs, but exceptions may be granted. A fee may be assessed for the production or use of photographs.

Patrons requesting copies of original photographs for personal and family use must complete and sign a "Photographic Services Order Form" and will be assessed reproduction fees based on the "Photo Price List." Anyone requesting photo reproduction for commercial purposes and/or publication must fill out a "Permission to Publish Contract" and may be subject to commercial use fees. A credit line is required and must be included with use of CCRM's photos. It must state "Campbell County Rockpile Museum." CCRM reserves the right to limit the number of reproductions and may institute special fees for large orders or for items requiring

special handling. The museum may ask researchers and scholars for copies of any work using the Rockpile's collection for the museum's archives.

Requests for access to large numbers of objects, cumbersome objects, particularly sensitive objects, or poorly accessible collections must be made in advance. Appointments will be set up to allow museum staff the appropriate time needed to prepare the requested materials. Museum staff will advise users as to the proper use and handling of collections and will exercise caution when determining the level of use, access, and supervision. Staff may revoke access to the collections when the safety of the object or the individual is, or appears to be, jeopardized. The museum reserves the right to hold users liable for any damage they cause to the collections. Access to the collection may be refused to anyone at any time.

The Rockpile Museum will make every effort to fulfill the public's right of access to museum records while at the same time protecting the privacy of donors and other information deemed of a sensitive nature. This may include object valuations.

Museum galleries may be used by community groups or organizations with prior approval from the museum director and museum board. These spaces undoubtedly contain museum collections and therefore the security of those objects may be at risk. At least one staff member must be present at all times. Any inappropriate behavior and/or damage to the collections will result in the termination of the approved facilities use. Also, the group or organization will be held monetarily responsible for damages.

F. Lending and Borrowing

In order to better fulfill its mission and serve its constituents, the Rockpile Museum may accept temporary loans of artifacts or exhibits. Likewise, credited institutions may temporarily borrow objects from the Rockpile Museum for display, research, or educational purposes. All transactions that require artifacts, exhibits, and other documentary materials to be brought into or taken out of the museum (loans) must be covered by a written agreement that is recorded and filed by the Registrar.

1. Incoming Loans

All incoming loans must be accompanied by a loan agreement that specifies the length of the loan, describes the items taken on loan, and provides an assessment of the condition of the item(s) to be loaned. This agreement will be signed by both the lender and the museum registrar. A copy will then be given to the lender for their records.

All items loaned to the museum will be given the same professional care given to items in the museum's permanent collection. However, the museum will not attempt to clean, repair, restore, or otherwise alter any materials which it accepts on loan, unless the lender authorizes such efforts in writing.

The Rockpile Museum will not accept “permanent loans.” Objects will be borrowed for a temporary term no longer than one year after which time the museum will decide whether or not to renew the loan.

All loans will be given a unique number that begins with the letter “L” and will follow this form: L2099.001.0001.

The following conditions apply to every incoming loan:

- a. The Campbell County Rockpile Museum will be liable with respect to any loss or damage to the object(s) referred to on the front of the “Temporary Loan Agreement” limited to the extent the object(s) is covered by the insurance policy then in force through Campbell County, if any.
- b. Attributions, dates, values and other information written on the front of the Agreement are as provided by the Lender. The Rockpile Museum is not responsible for independently verifying the attributes, dates, values or other information.
- c. If the Lender has knowledge of special conditions governing said object(s), such as copyright, lien, etc., he/she will inform the Rockpile Museum at the time of the loan.
- d. Incoming Loans should be photographed upon arrival/before exhibit and a condition report should be made for pre- and post-exhibit. The artifacts should be photographed again before shipping.
- e. At the end of the term of the loan, the Rockpile Museum, through written notice, may request the loaned objects(s) be collected by the Lender. If the Rockpile Museum, after making all reasonable efforts and through no fault of its own, shall be unable to return the object(s) within 90 days after such notice, the object(s) will be considered an unrestricted gift to the Rockpile Museum, and its Board and Director will determine what use to make of said objects(s).
- f. The loaned object(s) will be returned to the Lender only at the address given on the Agreement unless the Rockpile Museum is notified by the Lender of another address in writing. The object(s) will be returned to the Lender (or an authorized agent) only upon submission of proof of his/her authority to receive said objects(s).
- g. If legal ownership of the object(s) shall change during the loan period, whether by reason of death, sale, insolvency, gift or otherwise, the new owner may, prior to return of the object(s), be required to establish his/her legal right to

receive said object(s) through proof satisfactory to the Rockpile Museum. In some cases, the museum may prepare a new loan agreement to reflect the new lender.

g. It is the Lender's responsibility to keep the museum informed of any changes in their address or ownership during the period of the loan.

h. Upon receipt of the object(s), the Lender will sign and date the back of the Agreement form under the "Acknowledgment of Return of Object(s)" heading. This will acknowledge that the Lender received the loan in the same condition as deposited and will not hold the museum liable in any manner for any future damages.

i. If the Lender wishes to terminate the loan at any point during the agreed loan period, he or she must provide the museum with written notice and at least 30 days from the time of notice to process the request. Longer notice periods for larger collections, or those used in an exhibit, may be specified in loan agreements.

2. Outgoing Loans

The Rockpile Museum will temporarily loan objects from its collections to other museums, cultural organizations, or other credited institutions for display, research, and educational purposes. All outgoing loans will be accompanied by an "Outgoing Loan Agreement" which is to be signed by a Rockpile Museum staff member and someone from the borrowing institution with the legal authority to do so.

The following conditions apply to every outgoing loan:

a. All outgoing loans must first be approved by the Board of the Campbell County Rockpile Museum.

b. Adequate security against breakage, damage, and loss must be provided by the borrower for the loaned objects. This includes environmental conditions.

c. Packing and shipping methods must receive prior approval from the staff of the Campbell County Rockpile Museum. The expenses of packing and transporting loaned artifacts shall be borne by the borrower unless other arrangements are made and approved by the museum director.

d. Outgoing Loans should be photographed by the Rockpile Museum staff prior to shipment and a condition report completed. The borrower should photograph the objects upon arrival/before exhibit and a condition report should be made for pre-

and post-exhibit. The artifacts should be photographed again before shipping back to the lender (Rockpile Museum).

e. The loaned objects will be insured portal to portal by the borrowing institution for the amount stated on the Agreement; exceptions to this rule may be granted at the discretion of the Campbell County Rockpile Museum. Proof of insurance must be presented to the Rockpile Museum.

f. No alterations, cleaning, retouching, or repair work will be performed on the loaned objects without the written consent of the Campbell County Rockpile Museum.

g. Any reproduction of loaned objects (including photography) or technical examinations will be undertaken only after permission has been received in writing from the Campbell County Rockpile Museum.

h. The loaned objects shall not leave the custody of the borrower.

i. The Campbell County Rockpile Museum may impose in writing additional conditions designed to preserve and protect the objects covered by this agreement. This includes additional loan fees needed to process the loan.

j. The Campbell County Rockpile Museum will not loan material on an indefinite basis. The maximum time period for a loan is one year, subject to renewal at the end of that time.

k. The Campbell County Rockpile Museum will request the immediate return of the loaned material if these conditions are not fulfilled.

3. Old Loans

The term “old loan” refers to an expired or unclaimed loan whose lender cannot be easily found. Wyoming has enacted old loan statutes to deal with such cases. These statutes are found in the appendix to this policy. The Rockpile Museum will follow these statutes regarding old loans.

The Rockpile Museum will fulfill its lawful duty and make every reasonable attempt possible to return the loaned objects to the lender or his/her descendants. It is in the museum’s best interest to resolve these old loans as promptly as possible.

G. Care and Maintenance

The administration, documentation, and curation of the Rockpile Museum's collections shall be done in accordance with the highest standards of museum practices and in consultation with professional conservators and other museum professionals when necessary. Care and maintenance is primarily a procedural concern, so the following is a brief discussion of some of the major topics involved.

1. Conservation

The Rockpile Museum does not have a trained Conservator on staff. Professional conservators will be hired for objects deemed in need of conservation. Otherwise, current museum staff will handle all conservation issues and practice preventive conservation to prevent the need for expensive treatment.

2. Storage

The Campbell County Rockpile Museum will make every attempt possible to store artifacts in the best way possible. This includes providing a safe, secure, and environmentally sound storage area. As a rule, items not on display or undergoing work by the museum staff will be kept in secure storage. Access to secure storage will be limited to permanent staff members.

3. Environment

The Rockpile Museum will attempt to keep collections in a stable environment to extend the life of that object as long as possible. Major components of the museum environment include temperature, relative humidity, lighting, atmospheric cleanliness, pests, and housekeeping. Museum staff will monitor each of these components and do everything possible to make sure they are within reasonable levels.

4. Inventory

A current, reconciled inventory of collections is the primary tool for maintaining accountability and providing access to collections. Regular, periodic comparison between inventory records and the physical collections will be undertaken by museum staff.

H. Risk Management

Prudent collections management requires identification and elimination or reduction of risks to the collection. Risk management requires thoughtful review of potential hazards including natural disaster, vandalism, theft, human error, mechanical or operational failure, and deterioration. Risk management is the responsibility of every museum staff member and any

alterations in the level of security or the state of the museum's environment are to be dealt with promptly.

1. Insurance

The Rockpile Museum and its collections are covered by the property and liability package of Campbell County. Objects on loan to the museum are covered under this policy as well. Lenders who wish us to acquire further insurance for their objects must bring this issue up with museum staff. Rockpile Museum objects on loan to other institutions will be covered by those organizations.

2. Integrated Pest Management

The Rockpile Museum will attempt to use a system of Integrated Pest Management (IPM) to prevent and control any infestations of the collections. IPM is a system of pest management in which a variety of techniques are used to provide optimal pest management, while considering environmental, collections, and human health risks. The IPM approach uses four basic steps, Identification, Monitoring, Control, and Evaluation. Identification and monitoring is the first step and an important one. The Rockpile Museum will use a variety of methods ranging from simple observation to sticky traps to determine if any unwanted guests are in the museum. From there, staff will decide which method is the best way to control the pests, making every attempt to do so without a harmful pesticide. From there staff will evaluate what methods are working and which are beneficial to the overall mission of the museum.

3. Disaster Planning

The Campbell County Rockpile Museum Disaster Preparedness Plan covers all potential disasters and lays out a plan of action for nearly every eventuality. The museum registrar will oversee carrying out that plan while the director will be in charge of public relations.

I. Security

The safety of the Rockpile Museum's visitors, volunteers, staff, and collections is of the highest importance. Museum staff makes every attempt to properly secure the museum and keep it safe for those in the building.

Building access is limited to full-time staff members whom have security access codes. Only these staff can open and close the museum. Staff will make a full sweep of the museum and make sure all doors are locked and secured prior to closing the museum for the day. This includes the Implement Building and other outbuildings. The security gate at the front will always be shut and locked prior to leaving. Likewise, the security system will always be activated when the final employee leaves the museum.

The museum has security cameras throughout the museum. The video recording system will be refreshed every morning upon entry into the museum. If an employee suspects that something has occurred on a certain day, that day's tape will be pulled from the rotation and kept for further investigation.

Visitors are only allowed to enter and leave the museum via the front entrance. This fact, combined with the camera system and personnel presence at the front desk acts as deterrence to keep visitors from trying to walk out with artifacts. To enhance this, every attempt will be made to lock up or secure objects on exhibit as well as possible.

Visitors are not allowed to bring in any large bags. Staff will politely suggest that visitors leave their bags or purses in their vehicles or provide access to the secure lockers located in the front entrance of the museum.

Collections storage is in a locked room and will always be kept locked. Only full-time museum staff has access to this room. Every attempt will be made to keep valuable and or sensitive collections in this room because it is least accessible to potential vandals.

Each staff member has a set of keys that they are responsible for at all times. Also, keys to exhibit cases and duplicates of building keys are kept in a locked key box. Missing or lost keys will be immediately reported and appropriate measures will be taken to secure whatever area or case that key previously opened.

Common sense and vigilance in carrying out security procedures is the best way to properly secure the museum. Any questions concerning fire protection and disaster security should be referred to in the Disaster Manual.

IV. DIGITAL COLLECTIONS

A. Statement of Purpose

The Campbell County Rockpile Museum's digital collection contains digital information resources that document and supplement the Museum's disciplines, programming, exhibition, outreach, publication, and history in accordance with its mission. All digital collections are subject to the provisions of this manual, the CCRM Collections Policy.

B. Scope of Collection

The digital collections of CCRM include born-digital records (created originally by a computer or other digital recording device), or scanned records, including, but not limited to, digitized images of photographs and documents. The digital collections may contain, but are not limited, to images, movies, audio recordings, or digital documents.

C. Categories of Digital Collections

1. Permanent Collection

Items maintained as part of the Museum's archival digital collection will be kept for their long-term continuing value to the Museum just like any other object or item in the Permanent Collections.

2. Ephemeral Digital Files

Items in digital format which have no foreseeable use beyond their initial (and usually) short-term use may be classified as ephemeral and should be disposed of when they have exceeded their period of usefulness. This includes any files or copies of files not intended or accepted for the archival collections.

D. Acquisition

In addition to the general acquisition guidelines, candidates for the archival digital collections shall:

1. Not be accepted with restrictions imposed by the donor. ALL COPYRIGHTS MUST BE SIGNED OVER TO CCRM, or objects must be in the public domain or otherwise cleared in writing for use by the CCRM as required by law.
2. Not be accepted if the costs of storage and preservation exceed the anticipated benefit to CCRM.
3. Be of a size and format that can be readily admitted to storage and acquired at a resolution sufficient to capture all significant detail of the original and be faithful representations of the original materials.
4. Be preserved in formats designed to minimize data loss over the long-term and minimize potential barriers to long-term accessibility.
5. Be preserved in hard copy, as well as digital, whenever possible.
6. Not duplicate the digital collections already on hand or at other area institutions.

E. Procedures

1. Museum Staff is authorized to review donations of digital materials to ensure they fit all the above acquisition requirements. Staff has the authority to reject any donations that do not fit the criteria and explain to the donor why their objects do not fit into our collections.
2. Any donations that do fit the criteria will be forwarded to the CCRM Board of Directors for review at their monthly board meeting. Consultation with Campbell County ITS may be needed regarding the space requirements and long-term preservation of potential donations.
3. A Deed of Gift will be issued for any digital object accepted into the collection.
4. Unaccepted donations will be returned to the donor per the regular policy in this Collections Policy manual.

F. Collections Care

1. The CCRM staff will maintain a program to safeguard digital objects within the collection from environmental, human, and other dangers within prescribed budgetary limitations.
2. The preservation of digital objects shall be undertaken in a manner that does not compromise their historical integrity. Techniques shall be employed that do not cause irreversible change to a digital object.
3. The museum registrar will determine intellectual property rights to all digital files and will avoid intellectual property infringement.
4. Registrar will also compile documentation and record acquisitions through the Registrar's office
5. Registrar will coordinate with Campbell County ITS to ensure proper hardware and software is in place to support and preserve digital collection and its growth. This includes, but is not limited to, migrating data to new media (new file formats) and new hardware and creating multiple levels of backups including paper files.
6. Large collections in one type of media may require the collection of a specific hardware needed to play or retrieve the data in that collection.
7. Digital objects that have been completely donated and signed over to the museum will be given a standard eleven-digit Object ID number.
8. Any digital collections with unknown provenance or copyright, those acquired for exhibit use, and those with temporary permission for museum use can be stored in Past Perfect with a six-digit DCxxxx number.
9. Regular back-ups of all parts of the digital collections will be undertaken by Registrar and Campbell County ITS. Daily and weekly server backup tapes will be kept at the museum. Monthly tapes are stored offsite in the ITS Dept. at the courthouse. The Registrar will take home a full backup of the collections catalog at least once every two weeks and ideally once every week.

G. Access to Digital Collections

1. CCRM desires to provide the fullest access possible to all collections, while providing for their security and preservation. Restrictions affecting access and use of digital collection data will be applied equitably.
2. CCRM respects the privacy of individuals who provide CCRM with collections documentation, or are the subjects of documentation held in museum custody.
3. CCRM reserves the right to refuse any request for access to digital collections and information that is inconsistent with its preservation or privacy obligations.
4. The Rockpile Museum, at its discretion, may institute fees for the use of digital collections and the accompanying data. Fees will be applied equitably.

H. Security

Security against deliberate or accidental alteration of files in the digital collection will be accomplished in any of the following ways. It is recognized that the CCRM may adopt new strategies as security technologies and standards for best practices improve.

1. Restrict user access.
2. Provide only copies of data online.
3. Provide low resolution and/or watermarked images online.
4. Regular and frequent back-ups of all parts of the digital collection conducted by the Registrar and ITS Staff.
5. Print hard copies of digital files as appropriate.
6. Originals from which digital files are created will continue to be maintained in perpetuity.

I. Deaccessions

Deaccessions of digital collections will follow the regular deaccession policy in this manual.

J. Loans and Reproduction

1. Incoming Loans
 - a. CCRM will accept the loan of digital items which cannot be obtained through donation, provided they are essential to the understanding of a permanent exhibit or are related to a temporary exhibit, special event, or program.
 - b. A loan agreement will be secured and signed by all parties outlining specific terms of use.
2. Outgoing Loans
 - a. CCRM may make loans of surrogate (copy) digital objects from its collection available to qualified institutions for specific periods and specific usage.

V. ETHICS

The Campbell County Rockpile Museum community will make every effort to act in an ethical and responsible manner concerning the museum's collection. The museum board and staff will try to follow the generally accepted rules laid out in the American Association of Museums Code of Ethics and the International Council of Museum Code of Ethics. The following are a few of those rules:

A. Evaluations and Appraisals

Employees of the Campbell County Rockpile Museum shall not make appraisals (statements of monetary value) to establish the tax-deductible value on items offered to the museum for any reason. Evaluations of the collection may be made solely for internal use, such as valuations for loans and insurance. Opinions on the monetary value of other objects will only be given on official request from other museums or competent legal, governmental, or other responsible public authorities. However, when the museum itself may be the beneficiary, appraisal of an object or specimen must be undertaken independently.

When the museum provides an identification service, they will not act in any way that could be regarded as benefitting from such activity, directly or indirectly. The identification and authentication of objects that are believed or suspected to have been illegally or illicitly acquired, transferred, imported, or exported, will not be made public until the appropriate authorities have been notified.

B. Personal Collecting

The Rockpile Museum staff and board shall not compete with the Museum in any personal collecting activity. Also, staff members will not use their job affiliation to promote their or anyone else's personal collecting activities.

The Museum must have the right to acquire any object that would benefit its collecting missions, which were purchased or collected by any staff member, at the price paid by the employee. Objects obtained prior to the staff member's employment with the museum, or objects that are received personally by bequest or as a genuine personal gift are to be exempt from the museum's right to acquire.

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

C. Culturally Sensitive Material

Collections of human remains and material of sacred significance will be acquired only if they can be housed securely and cared for respectfully. This must be accomplished in a manner consistent with professional standards and the interests and beliefs of members of the community, ethnic or religious groups from which the objects originated, where these are known.

VI. REVIEWING THE COLLECTIONS POLICY

Formal review of this collections policy will take place at least once every five years from the date of last review. Proposed changes or amendments to this policy shall be brought to the attention of the Campbell County Rockpile Museum's Board by museum staff. The Rockpile

Museum board shall review the proposed changes and enact any revisions they believe to be necessary.

This policy was first adopted by the Campbell County Rockpile Museum Board on August 8th of 2007 and reviewed and revised in March 2012. It will be reviewed again by the end of 2017.

APPENDIX: WYOMING STATUTES

Title 18 - Counties

Chapter 10 - Archaeological, Geological and Historical Museums

Article 1 - Generally

18-10-101. County commissioners may purchase, construct, accept by gift, museums and collections of exhibits.

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.

18-10-102. Appropriation for construction and maintenance; annual tax levy.

Each board of county commissioners of any county owning, constructing or acquiring any museum or collection of exhibits may annually levy a tax on the taxable valuation of the property in 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.

18-10-103. Board of trustees; appointment; composition; qualifications of members; terms of office; vacancies.

Each board of county commissioners of any county owning, constructing or acquiring any museum or collection of exhibits shall appoint a board of trustees for the museum or collection composed of five (5) electors of the county. The initial board of trustees shall be appointed as follows: one (1) member for a one (1) year term, two (2) for a two (2) term and two (2) for a three (3) year term, with each term commencing on July 1 of the year of appointment. Thereafter the terms shall be three (3) years. Vacancies shall be filled for unexpired terms.

18-10-104. Board of trustees; duties generally; employment of personnel; rules and regulations.

(a) Each board of trustees of a county museum or collection of exhibits shall:

- (i) Have the custody and control of the museum or collection;
- (ii) Employ such personnel as required;
- (iii) Make rules and regulations as necessary for the preservation, maintenance, operation and display of the museum or collection of exhibits;
- (iv) Consult with the department of state parks and cultural resources on matters relating to the management and operation of the county museum and enter into agreements with the department of state parks and cultural resources for the purpose of lending or borrowing materials and improving the management and operation of the county museum;
- (v) 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 expenditures for the ensuing fiscal year.

18-10-105. Board of trustees; authority to provide funds for preservation of historical artifacts and landmarks.

The board of county commissioners may provide funds for the preservation of historical artifacts and landmarks when the same are threatened with removal or destruction.

Article 2 - Special Museum Districts

18-10-201. Petition of property owners; public hearing; written protests; election.

- (a) Repealed by Laws 1998, ch. 115, 5.
- (b) Repealed by Laws 1998, ch. 115, 5.
- (c) Repealed by Laws 1998, ch. 115, 5.
- (d) Repealed by Laws 1998, ch. 115, 5.
- (e) A special museum district may be established under the procedures for petitioning, hearing and election of special districts as set forth in the Special District elections Act of 1994.

18-10-202. Repealed by Laws 1998, ch. 115, 5.

18-10-203. District a body corporate; name; powers.

- (a) Each district established is a body corporate by the name of "the museum district". The name shall be selected by the board of county commissioners of the county in which the greater area of land within the district is located and will be entered in their records.
- (b) The district may:
 - (i) Hold property and be a party to contracts;

- (ii) Sue and be sued;
- (iii) Through its governing board acquire property for museum purposes by gift, devise, bequest or purchase or contract for the acquisition by purchase or lease of real and personal property;
- (iv) Convey, lease and otherwise dispose of property for museum purposes;
- (v) Establish sinking funds for museum purposes;
- (vi) Issue bonds for the purchase of real property, improvements and equipment as provided by W.S. 18-10-214;
- (vii) Make rules and regulations as necessary for the proper operation of the district, which shall be filed with the county clerk for each county in which the district is located.

18-10-204. Election of trustees; generally; terms.

An election of the six (6) initial trustees shall be held at the same time as the election to form the district under W.S. 18-10-201 and in accordance with the Special District Elections Act of 1994, including by mail ballot. The board of trustees elected shall govern the district affairs and serve without compensation. At the first subsequent director election three (3) members shall be elected to serve until the next subsequent director district election and three (3) members elected to serve until the second subsequent director district election and until their successors are elected and qualified.

18-10-205. Trustee terms.

Trustees shall hold office for four (4) years and until their successors are duly elected and qualified.

18-10-206. Repealed by Laws 1994, ch. 99, 3.

18-10-207. Repealed by Laws 1998, ch. 115, 5.

18-10-208. Repealed by Laws 1998, ch. 115, 5.

18-10-209. Repealed by Laws 1998, ch. 115, 5.

18-10-210. Repealed by Laws 1998, ch. 115, 5.

18-10-211. Repealed by Laws 1998, ch. 115, 5.

18-10-212. Repealed by Laws 1998, ch. 115, 5.

18-10-213. Administration of finances; assessments and taxation.

(a) The board of trustees of special museum districts shall administer the finances of the district according to the provisions of the Wyoming Municipal Budget Act [16-4-101 through 16-4-124]. Annually, each county assessor shall provide the board of county commissioners with the total assessed value of all taxable property within a special museum district in his county.

(b) The board of county commissioners at the same time they levy for county purposes shall levy a tax not exceeding one (1) mill upon the taxable property in the district in its county for its

proportionate share based on the assessed valuation and the estimated amount of funds needed by each district. The taxes shall be collected at the same time and in the same manner as state and county taxes. The tax levy provided by this section shall not be construed as being a part of the general county mill levy.

18-10-214. Coupon bonds; generally.

The board of trustees of special museum districts may submit to the electors of the district the question whether the board shall be authorized to issue coupon bonds of the district to a certain amount, not to exceed two percent (2%) of the assessed value of the taxable property in the district, bearing interest at a certain rate, payable and redeemable at a certain time not exceeding twenty-five (25) years, for constructing or acquiring property for museum purposes.

18-10-215. Election; ballots.

The election authorized under W.S. 18-10-214 shall be called by the boards of county commissioners and conducted, canvassed and returned in the manner provided for bond elections by the Political Subdivision Bond Election Law, W.S. 22-21-101 through 22-21-112.

18-10-216. Form; notice; bids; sale.

If the proposal to issue bonds is approved, the board of trustees may issue bonds in such form as they decide and shall give notice by publication in some newspaper published in the counties in which the district is located and in some newspaper of general circulation in Cheyenne, Wyoming of its intention to issue and negotiate such bonds and to invite bidders therefor. In no case shall the bonds be sold for less than their full or par value and the accrued interest thereon at the time of their delivery. The trustees may reject any bids or sell the bonds at private sale if they deem it for the best interest of the district.

18-10-217. Preparation and execution.

After ascertaining the best terms and the lowest interest at which the bonds can be negotiated, the board shall secure the proper engraving and printing and consecutive numbering thereof and the bonds shall then be properly prepared and executed. They must bear the signature of the president of the board of trustees and be countersigned by the county treasurer of the county in which the funds of the district are kept, and the coupons attached to the bonds must be signed by the president, secretary and county treasurer. The secretary of the board shall endorse and sign in his official capacity a certificate upon every bond that it is within the lawful debt limit of the district and is issued according to law. When so executed the bonds shall be registered by the county treasurer where the funds of the district are kept in a book provided for that purpose, which must show the number and amount of each bond and the person to whom it is issued.

18-10-218. Preparation and execution; full faith and credit; payment of principal and interest.

(a) The full faith and credit of each museum district is solemnly pledged for the payment of the interest and the redemption of the principal of all bonds which are issued by the district.

(b) The county treasurer where the funds of the district are kept may pay out of the district tax fund the interest and principal due upon any bonds upon presentation at his office of the proper coupon or bond which must show the amount due and each coupon must also show the number of the bond to which it belonged. All bonds and coupons so paid must be reported to the district trustees at their first regular meeting thereafter.

18-10-219. Existing museums not affected; museum may submit to electors question of organizing district.

All archaeological, geological and historical museums and any mill levy made pursuant to W.S. 18-10-101 through 18-10-105 shall not be affected by the provisions of W.S. 18-10-201 through 18-10-218. Any archaeological, geological or historical museum, by a majority vote of the board of trustees may submit to the qualified electors of the county, or any portion thereof, in which the museum is located the question of organizing a special museum district under the provisions of and in accordance with the procedures specified in W.S. 18-10-201 through 18-10-219.

Title 34 - Property, Conveyances and Security Transactions

Chapter 23 - Museums - Loaned Property

34-23-101. Definitions.

(a) For purposes of this chapter:

(i) "Lender" means the actual owner of loaned property or his duly authorized agent, trustee, conservator, custodian, heir, fiduciary or any other person capable of having an interest in property;

(ii) "Lender's address" means the most recent address as shown on the museum's records pertaining to the property on loan from the lender;

(iii) "Loan" means all deposits of property with a museum which are not accompanied by a transfer of title to the property or other evidence of donative intent;

(iv) "Museum" means an institution located in Wyoming and operated by a nonprofit corporation or a public agency primarily for educational, scientific or aesthetic purposes and which owns, borrows, cares for, exhibits, studies or archives property;

(v) "Property" means all tangible objects, organic and inorganic, under a museum's care which have intrinsic scientific, historic, artistic or cultural value.

34-23-102. Notice to lender.

(a) If a museum accepts a loan of property on or after July 1, 1992 for a period of time exceeding ninety (90) days that is not subject to a written loan agreement, the museum shall give the lender the written notice required by this section.

(b) If a museum holds loaned property acquired between July 1, 1982 and June 30, 1992 which is not subject to a written loan agreement, or holds loaned property acquired prior to July 1, 1982 which is not subject to a written loan agreement and which is not subject to subsection (f) of this section, the museum may give the lender the written notice required by this section.

(c) Notice to a lender by a museum shall be deemed given under this chapter if sent by certified mail to the lender's address, return receipt requested. If the lender's address is not available to the museum or if proof of receipt is not received by the museum, notice shall be by publication at least once a week for three (3) successive weeks in a newspaper of general circulation in both the county in which the museum is located and the county of the lender's address, if any.

(d) The notice shall contain the lender's name, the lender's address, the date of the loan, a description of the property loaned, the name, address and telephone number of the appropriate office or official to be contacted at the museum for information regarding the loan, an explanation of the lender's responsibilities to notify the museum of any change of address or ownership pursuant to W.S. 34-23-103, an explanation of the lender's right to file a notice of intent to preserve an interest pursuant to W.S. 34-23-104 and an explanation of when a museum acquires title to property originally loaned to it as provided in W.S. 34-23-104(b).

(e) For purposes of this section, a museum is located in the county of its principal place of business or in the county in which any branch of the museum is located if the loan is made to the museum branch.

(f) If a museum holds loaned property acquired prior to July 1, 1982 which is not subject to a written loan agreement, and more than ten (10) years have elapsed without written donor contact indicating the deposit is not a gift, the deposit is presumed to be a gift. The presumption of a gift under this subsection may be rebutted by submission of written documentation by the lender prior to July 1, 1995 establishing that the deposit was a loan. Failure by the lender to submit documentation to the museum under this subsection prior to July 1, 1995 shall result in transfer of ownership of the loaned property to the museum.

34-23-103. Lender's duties.

The lender of property on loan to a museum shall notify the museum promptly in writing of any change of address or change in ownership of the property. Failure to notify the museum pursuant to this section may result in the lender's loss of ownership in the property.

34-23-104. Intent to preserve an interest.

(a) The lender may file with a museum a notice of intent to preserve an interest in the property on loan to the museum within sixty (60) days of receipt of the notice required in W.S. 34-23-102. Filing of the notice does not validate or make enforceable any claim which would be extinguished under the terms of a written loan agreement or which would otherwise be invalid or unenforceable. The notice of intent to preserve an interest shall be effective for ten (10) years. The museum shall notify the lender by certified mail, return receipt requested, within thirty (30) days of the expiration of the initial ten (10) year period covered by the lender's notice of intent to preserve an interest. The lender may extend his intent to preserve an interest for ten (10) years by filing another notice in accordance with this section.

(b) Failure to timely file a notice of intent after notification by a museum as provided for in W.S. 34-23-102, or failure to timely refile a notice of intent within ten (10) years of the original filing of notice, or failure to claim loaned property at the termination of the loan period shall result in transfer to the museum of ownership of the loaned property.

(c) Failure to file a notice of intent, or to refile a notice of intent within ten (10) years of the original filing of notice pursuant to this section, shall result in transfer to the museum of ownership of the loaned property immediately, or if any lending agreement is in effect the termination of any lending agreement.

(d) Notice of intent to preserve an interest shall:

(i) Be in writing;

(ii) Contain a description of the property adequate to enable the museum to identify the property;

(iii) Be accompanied by documentation sufficient to establish the lender as the owner of the property; and

(iv) Be signed under penalty of perjury by the lender or by a person authorized to act on behalf of the lender.

(e) A museum is not required to retain a notice of intent to preserve an interest which does not meet the requirements of subsection (d) of this section. Any museum not retaining the notice pursuant to this subsection shall promptly notify the lender at the address given on the notice of its determination that the notice is ineffective to preserve an interest and the reasons the notice is ineffective. Retention of a notice under this section is not an implication that the museum accepts the sufficiency or accuracy of the notice or that the notice is effective to preserve an interest in property on loan to the museum.

(f) Unless the loaned property is returned to the lender, the museum shall retain the original or a copy of each notice to preserve an interest for a period of not less than ten (10) years.

(g) The museum shall furnish any person filing notice under this section proof of receipt of notice by mailing a receipt to the lender at the address given on the notice within thirty (30) days after receipt of the notice.

(h) The provisions of this section are not intended to affect or alter the terms of a written loan agreement.

(j) All rights and obligations of a lender in property loaned to a museum under this chapter shall pass to the lender's estate upon the death of the lender.

(k) The notice requirements of this section do not apply to loaned property held by a museum pursuant to W.S. 34-23-102(f).

34-23-105. Conservation or disposal of loaned property.

(a) A museum may apply measures to or dispose of property on loan to the museum without the permission of the lender if:

(i) No notice of intent to preserve an interest has been filed or refiled pursuant to W.S. 34-23-104(a) and any applicable lending agreement has terminated;

(ii) No notice of intent to preserve an interest has been filed and the lending agreement is still in effect or a notice of intent to preserve an interest has been filed within ten (10) years of the proposed conservation measure or disposal but:

(A) Immediate action is required to protect the property on loan or other property in the custody of the museum and the lender cannot be reached at his last known address;

(B) Immediate action is required because the property on loan has become a hazard to the health and safety of the public or the museum staff and the lender cannot be reached at his last known address; or

(C) The lender does not agree to the conservation measures or to the disposal but is not willing or able to terminate the loan and retrieve the property.

(iii) The museum holds the property as a presumed gift pursuant to W.S. 34-23-102(f).

(b) Any museum applying conservation measures to property pursuant to paragraph (a)(ii) or (iii) of this section shall acquire ownership of the property or any proceeds from the disposition of the property. Any museum disposing of property pursuant to paragraph (a)(ii) or (iii) of this section shall not be liable for damage caused by sale of the property.

34-23-106. Notice of injury or loss.

A museum shall provide prompt notice to the lender of any known injury to or loss of property on loan.

34-23-107. Notice of intent to terminate loan.

(a) A museum may provide notice of the museum's intent to terminate a loan:

(i) To a lender who has filed a notice of intent to preserve an interest;

(ii) To a lender who has not filed a notice of intent to preserve an interest if a lending agreement is still in effect; or

(iii) To a lender of property held pursuant to W.S. 34-23-102(f) if the lender has submitted written documentation that the deposit was a loan within the period provided by W.S. 34-23-102(f).

(b) The notice shall include a description of the property, the name, address and telephone number of the appropriate office or official to be contacted at the museum, and a statement containing substantially the following information:

"The records of(name of museum) indicate that you have property on loan to the museum. The museum intends to terminate the loan. You are required by law to contact the museum, establish your ownership of the property and make arrangements to collect the property. If you fail to do so within one (1) year following the date of notice, you will be considered to have donated the property to the museum as provided under W.S. 34-23-108."

34-23-108. Limitations on actions against the museum.

(a) Any action against a museum for damages because of injury to or loss of property loaned to the museum is barred unless commenced within one (1) year from the date the museum provides notice to the lender of the injury or loss or within three (3) years from the date of the injury or loss, whichever occurs earlier.

(b) Any action against a museum to recover property on loan is barred unless commenced within one (1) year from the date the museum provides notice to the lender of its intent to terminate the loan provided under W.S. 34-23-107 or within ten (10) years from the date of notice of intent to preserve an interest in the property is filed with the museum under W.S. 34-23-104, whichever date is earlier.

(c) Property loaned to the museum for which the lender fails to file an action for damages or recovery within the periods specified by subsections (a), (b) and (f) of this section shall be considered donated to the museum.

(d) Notwithstanding subsections (b) and (c) of this section, a lender of property, other than property held by a museum pursuant to W.S. 34-23-102(f), not provided notice of the intention of the museum to terminate a loan and providing proof that the museum received a notice of intent to preserve an interest in loaned property within ten (10) years immediately preceding the filing of an action to recover the property, may recover the property or if the property has been disposed of, the reasonable value of the property at the time of disposition plus interest at five percent (5%) per year.

(e) Any person purchasing property from a museum acquires good title to the property if the museum represents that title to the property has been acquired pursuant to this chapter.

(f) Any action against a museum to recover property held by the museum pursuant to W.S. 34-23-102(f) is barred from and after July 1, 1995 unless the lender submits the documentation required by W.S. 34-23-102(f) to the museum prior to July 1, 1995.