

State Capitol Furnishings Preservation Committee

Collection Policy

Contents

1. Capitol Furnishings Preservation Committee

- Committee Mission and Legal Authority
- Committee Goals
- Purpose of Collections Policy
- Responsibility and Implementation

2. Collection Description

- Purpose
- Description
- Collecting Objectives

3. Acquisition

- Definition
- Authority
- Means
- Criteria
- Development of Collection
- Authentication and Appraisals

4. Deaccession

- Definition
- Criteria
- Procedures
- Ethics of Sale, Proceeds

5. Care and Documentation

- Standards and Authority
- Inventory
- Placement
- Storage

1. Capitol Furnishings Preservation Committee

Committee Mission and Legal Authority: As directed by enabling statute, the purpose of the Capitol Furnishings Preservation Committee is “to promote and encourage the recovery and preservation of the original and historic furnishings of the state capitol group, prevent future loss of historic furnishings, and review and advise future remodeling and restoration projects as they pertain to historic furnishings.” (RCW 27.48.040) The state capitol group includes the Legislative, Temple of Justice, Insurance, O’Brien, Cherberg, and Newhouse Buildings.

Committee Goals: To protect and preserve state capitol historic furnishings and artwork, and to increase awareness of these assets through efforts to:

- Locate and recover lost objects;
- Prevent future loss;
- Review and advise remodeling and restoration projects as they pertain to the collection, coordinating with GA and with the tenants of state capitol group buildings;
- Provide educational information to visitors about them; and
- Contribute to a long term preservation plan.

Purpose of Collections Policy: To guide the care and preservation of the historic furnishings, fixtures, and artwork of the Washington State Capitol.

Responsibility and Implementation: The Department of General Administration (GA) and the tenants of the historic state capitol group buildings are responsible for the care and preservation of historic state capitol furnishings, fixtures and artwork. The Capitol Furnishing Preservation Committee is advisory to GA and to these tenant agencies, which include Legislative and Executive offices and agencies that occupy the buildings of the historic state capitol group.

2. Collection Description

Purpose of the Capitol Furnishings Collection: In designating the original furnishings, fixtures, and artwork of the historic state capitol group of buildings a “collection” we acknowledge the cultural significance of these objects to the citizens of the state of Washington, their educational value in illustrating the design heritage of our state capitol, and the aesthetic contribution they make to the beauty and quality of our state capitol. Treatment as a collection entails careful documentation, inventory, conservation, preservation, and interpretation.

Description: The Capitol Furnishings and Art Collection consists of furnishings, fixtures and artwork fifty years old or older, commissioned for or purchased for the historic state capitol group of buildings. “Fixtures” are objects that retain a separate identity or character when installed in or removed from a building. Fixtures are typically attached to the building, but are easily removable and not

considered part of the real estate. Examples of fixtures include historic lighting fixtures and the George Washington doorknobs in the Legislative Building. Historic marble and wainscot are not considered fixtures, and do not fall within the scope of this collection.

Collecting Objectives: As stated in enabling statute, the Committee's objective is to "recover and preserve the original and historic furnishings of the state capitol group." Therefore, the committee will seek to collect furnishings, fixtures, and works of art fifty years of age or older that were purchased or commissioned for the Legislative Insurance, Cherberg, O'Brien, Newhouse, and Temple of Justice buildings of the state capitol campus. Priority will be given to objects that are unique in nature, objects that are not already well-represented in the state's collection, and objects that add to existing but incomplete sets or suites of furnishings.

3. Acquisition

Defined: Acquisition is the discovery, preliminary evaluation, and negotiation for, taking custody of, documenting title to and acknowledging receipt of materials and objects and recording information about borrowed objects. The original collection of historic state capitol furnishings and artwork is considered accessioned, though objects may not have individual acquisition records.

Authority: The Department of General Administration is authorized by statute to seek grants, gifts, or donations and may purchase historic state capitol furnishings or artifacts (RCW 79.24.730). The Committee is authorized to accept monetary donations, grants, and donations of historic furnishings (RCW 27.48.040). All acquisitions will follow the criteria listed below.

Means of Acquisition: Most of the furnishings and artwork in the collection were originally acquired by the state through contracts for furnishing the buildings upon completion of construction. Furnishings and other objects may also be acquired by gift, purchase, commission, bequest, temporary loan, exchange, field collection or abandonment. No materials or objects shall be knowingly or willfully accepted or acquired which are known to have been illegally imported into, or illegally collected in the United States, contrary to state and federal law, regulation, treaty or convention.

Criteria for Acquisition: Collection materials must meet the following criteria before being acquired and inventoried as part of the collection:

- The object is significant and relevant to the collection.
- The materials or objects are documented as to provenance.
- Acquisitions are free from donor-imposed restrictions.
- Present owner has clear title.
- GA or a tenant agency of a state capitol historic building is in a position to care properly for the proposed acquisition.

A Deed of Gift must be signed and filled out completely, and an original copy filed with GA.

Development : On occasion, the State may be offered materials for the benefit of the furnishings collection, but not for inclusion in the collection itself. In order to accept such materials or gifts, the following conditions must be met:

- The present owner must have clear title and consent to the donation.
- All moral, legal and ethical implications of the acquisition must be considered.
- A Deed of Gift must be completed and signed by the donor and maintained by GA.
- The materials have been collected and imported legally and in conformity with all applicable international, national, state and local laws.
- A letter of acknowledgement of the gift will be mailed to the donor as well as current IRS form to acknowledge the gift.

Authentication and Appraisals: No representative of the State or the Furnishings Committee shall offer appraisals of the monetary value of materials or objects to donors or potential donors, or reveal the insurance value for the purpose of establishing a fair market value of gifts offered to the State. Donors desiring to take an income tax deduction must obtain an independent appraisal. A member of the Committee or representative of the State may attempt to attribute, identify, or authenticate objects brought to the State. This service is offered free of charge.

4. Deaccession

Definition: Deaccession is the process of removing permanently from the collection accessioned or inventoried objects and materials, or the deliberate designation of historic furniture, fixtures and artwork of the capitol group including those never formally accessioned, as "surplus" by the Committee. The process shall be cautious, deliberate, and scrupulous.

Criteria: Objects and materials to be considered for deaccession must meet one or more of the following criteria.

The object or material:

- is outside the scope and purpose of the collection;
- has no potential for functional re-use
- has little or no interpretive value
- lacks physical integrity, is incomplete or damaged, or has deteriorated beyond reasonable repair;
- is an unneeded duplicate;
- represents a hazard or danger to the staff or facility;
- although existing in the records, is missing or has not been located for more than five years; or

Procedures: Periodic evaluation of the collection will be undertaken in order to identify and eliminate objects outside the scope and purpose of the collection, or which meet the deaccession criteria below. Recommendations for deaccession will be reviewed using the following process:

1. Objects will be presented to the committee or to a designated subcommittee by GA. Any committee member or historic building tenant may recommend objects for deaccession.
2. GA will document the case for deaccession by applying the criteria above and by completing a deaccession and disposal record (sample attached) for each object or set of objects.
3. All recommendations will be formally reviewed by the Capital Furnishings Committee or its designated subcommittee. The Committee or its subcommittee may recommend a waiting period during which alternatives to deaccession can be researched and considered.
4. The Committee will authorize GA to take disposal action by signing the Deaccession and Disposal Record, designating the object or material as "surplus."
5. GA will maintain records of all deaccessions, which will be available as public record.
6. Proceeds from the sale of objects reviewed under this process will be deposited into the general administration services account or into the capital building construction account, as appropriate.

Ethics of Sale, Proceeds: Committee members participating in deaccession decisions may not benefit in any way from the subsequent disposal of those objects.

Proceeds from the sale of historic furnishings may not be used to support GA operations or administration, and may only be used for the preservation, conservation and interpretation of the remaining furnishings collection.

5. Care and Documentation

Authority: State capitol historic artwork and furnishings are to be treated in a manner that meets the standards for treatment of historic property established by the U.S. Secretary of the Interior, as directed by RCW 79.24.720. It is the responsibility of GA, working with its historic building tenants, to ensure that this standard is applied.

Under its statutory role to “promote and encourage the recovery and preservation” of historic furnishings, the Committee may advise and consult with tenants and with GA on the care of historic furnishings and artwork.

Inventory: GA maintains an inventory of Public and Historic Facilities, including the historic state capitol furnishings and the state capitol art collection. Accessions to the collection will be documented by GA via official agency memorandum or deed of Gift, and added to the existing inventory.

For purposes of property control, historic objects will be listed in the inventory of the tenant that is using the object and tagged in keeping with that agency’s inventory and numbering system. The inventory number assigned by the using tenant is to be recorded in the GA inventory, along with the location of the object.

Placement: The Committee may consult with historic building tenants and GA on the location and placement of historic furnishings, in keeping with RCW 27.48.040, directing the Committee to “review and advise future remodeling and restoration projects as they pertain to historic furnishings.”

Newly acquired objects, as well as those returned to historic buildings from other state office locations, will be placed in historic buildings utilizing the following priorities and guidelines:

- Return to historic location if known, desired, and useful in that location.
- Re-unite objects that belong to a set or suite of furnishings.
- If origins are unknown, or original location is not desirable, determine logical best placement based on nature and design of object.
- Contact elected official offices, House and Senate to offer the object for use in a location with optimal context:
 - Location in historic spaces with like objects or appropriate context
 - Location in spaces most visible to the visiting public
- Offer object next to other offices (non-elected) in historic buildings.
- Place object in storage if no suitable or useful location can be found.

Storage: The Department of General Administration will provide environmentally-controlled, secure storage for historic furnishings and artwork that are not in use in historic spaces.

**State Capitol Furnishings Preservation Committee
Deaccession and Disposal Record**

1. Description of Object (attach photos)

Inventory # _____

Title _____

Artist or Maker _____

Medium _____

Date _____

2. Documentation: _____

3. The State must have a legal right to dispose of the object(s). How has this been determined?

4. What was the means of acquisition of the object?

5. If the object was a gift, answer the following:

a. Is the donor still alive?

b. Has the donor (or their heirs) been informed of the State's intentions?

c. Is the donor likely to make a further gift or bequest to the State?

d. Has the donor (or heirs) objected to the deaccession or disposal?

6. Describe overall condition: _____

7. Current market value: \$ _____

How determined: _____

8. When was the object last exhibited or in use? _____

9. Does the object have future value to the state? _____

a. for exhibition?

b. as a loan?

c. as a part of a research or teaching collection?

d. for re-use in state capitol historic setting?

10. Does the object form part of a large category of similar objects at the State Capitol?

11. Specific reason for deaccessioning the object: _____

12. Contrary Opinions: _____

13. The undersigned recommend the object be deaccessioned. yes no

14. The undersigned designate the object to be state surplus. yes no

15. Preferred means of disposal: public auction exchange

other (describe) _____

16. Signatures:

WSHS CFPC Representative

CFPC Chair or Designee