

**Idaho State Capitol Commission  
Guidelines for Objects of Art,  
Memorials, Statues, & Exhibits at the  
Idaho State Capitol and its Grounds**

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# ***Idaho State Capitol Commission Guidelines for Objects of Art, Memorials, Statues, & Exhibits at the Idaho State Capitol and its Grounds***

## **SECTION I – PURPOSE**

As approved by the Idaho State Capitol Commission, August 19, 2009, and pursuant to Idaho Code § 67-1608, the following guidelines apply to the placement of art, memorials, statues or exhibits (collectively “Exhibits”), on a temporary or permanent basis, in public space in the Capitol Building or grounds.

1. The purpose of these guidelines is to:
  - ensure that Exhibits reflect subjects of lasting state-wide significance;
  - preserve the beauty and dignity of the Capitol and grounds;
  - protect and maintain open space at the Capitol and grounds;
  - conserve options for placement of Exhibits by future generations; and
  - ensure that proposals for Exhibits are fully and fairly considered.
2. The Commission and Committee shall:
  - encourage proposers to consider alternatives to statues or monuments, such as groves, gardens, sculptures, fountains, or the naming of existing Capitol Mall features;
  - encourage groups with related or similar interests to combine proposals;
  - encourage proposers to consider Temporary Exhibits;
  - promote cooperation with local authorities to develop opportunities for placement of Works outside the Capitol but within the capitol community of Boise.

## **SECTION II – DEFINITIONS**

As used in these Guidelines, the following definitions apply:

1. **Capitol** means the Idaho State Capitol Building and grounds.
2. **Capitol Collection** means all architecture, historic furniture, antiquities, works of art, and objects of historical significance that are identified by and under the care and custody of the Capitol Commission.
3. **Capitol Curator** means the person responsible for the organization, management, and care of the Capitol Collection.
4. **Commission** means the Idaho State Capitol Commission, created pursuant to Idaho Code § 67-1606. The mailing address of the Commission is P.O. Box 83720, Boise, Idaho 83720-0003.
5. **Committee** means the Arts, History, and Culture Committee (AHCC) a subcommittee of the Commission formed December 2007 to serve as an advisory group to the Commission and provide recommendations, policies, procedures, and guidelines for cultural/historical/art exhibitions, memorials, and statues in the Capitol and grounds.
6. **DPW** means the Division of Public Works.

7. **Exhibit** means an exhibition that is intended to be shown during a specific event or to be placed in the Capitol building in the designated area for a pre-determined time. See sections V and VI.
8. **Framed art** means framed two dimensional paintings, drawings, photographs and prints that are placed on the wall.
9. **Living Memorial** includes trees, shrubs, gardens, or other plantings commemorating an individual or event.
10. **Master Plan** means the master plan for the Capitol Mall as provided for in Idaho Code § 67-1608.
11. **Major Work** means any statue, monument, sculpture, work of art, memorial, or other structural or landscape feature, including a garden or memorial grove, having a significant impact on its surroundings. The impact of a work is determined by the combined effect of its subject matter, size, placement, and the degree to which it affects the environment into which it is set. Examples of Major Works at the Capitol include the Winged Victory Monument, the George Washington statue and the Coastal Cannon on the south lawn.
12. **Minor Work** means a work having moderate or minimal impact on its surroundings. Examples of Minor Works include small, moveable artistic works or sculptures, plaques, displays contained in display cases, Living Memorials, small groupings of plants, shrubs or flowers, benches and other common area indoor and outdoor furnishings.
13. **Original work** means paintings, drawings, prints, textiles, photographs, mosaics, sculptures, and furniture of historic significance which is created or procured specifically for the Capitol building for its operations and/or enhancement.
14. **Proposing Entity** means any individual or group seeking to place a Major Work, Minor Work, or Temporary Display at the Capitol.
15. **Public, Agency, and Private spaces** within the Capitol building are defined as follows:
  - A. **Public Space:** public space as defined in Idaho Code § 67-1602(1).
  - B. **Agency Space:** office spaces and reception areas assigned to the agency within the Capitol building which has open to limited public access.
  - C. **Private Space:** office space used exclusively for the daily operations of its associated agency and has limited to no public access.Hanging and display procedures for each defined space are as stated in section V.
16. **Temporary Exhibit** means an exhibition that is intended to be shown during a specific event or to be placed in the Capitol building in the designated area for four (4) month intervals or at the discretion of the Commission. See section VII.
17. **Work** means a Major or Minor Work.

## **SECTION III – IDAHO STATE CAPITOL BUILDING and COLLECTIONS**

To establish and define the procedures and protocols to be used for the appropriate long term care of the Capitol building, its historic collection, and related permanent and temporary exhibitions the following procedures and protocols apply to the care, management, and display methods to be used in the care and preservation of the Capitol building, its historic collection, and exhibits. The procedures and protocols defined in this document are to be reviewed and updated as needed every three (3) years or as better museum preservation and care methodologies are implemented.

### **1. Collection Management**

The Commission establishes the following methodology to account, manage, preserve, and care for the Capitol Collection which is to be overseen by the Capitol Curator. The documents associated with and required for appropriate collections management will be reviewed every three (3) years and updated or adjusted as needed. The Capitol Collection will be organized into four (4) divisions which will be identified as follows for accession purposes:

1. Capitol building
2. Capitol Art: CA
3. Capitol Photographs: CP
4. Capitol Historic Furniture: CF

As the last three divisions are inherently growing aspects of the Capitol Collection as required by law, return, or find, the stated designating markers will be used to identify in which portion of the overall collection the object will be placed.

### **2. Records Management**

#### **A. For the Capitol building the Capitol Curator will:**

- work with DPW to ensure the historic nature and intent of the building is preserved.
- keep on file and maintain documentation pertaining to any architectural changes or maintenance done that results in architectural modification. Such records that have not been accessed in a two (2) year period may be transferred to the Public Archives and Research Library (PARL) for placement with other Capitol building related materials.

#### **B. For the Capitol Art, Capitol Photographs and Capitol Historic Furniture collections the Capitol Curator will:**

- Identify each object with the appropriate accession number. The numbers in the following order will represent: designating marker (CA, CP, CF); year accessioned; group order it was accessioned (if only one group was added in total then 01 will indicate the accession activity, if two groups than 01 and 02, etc.); object number (this number identifies and divides out individual objects accessioned within a group). The objects may be categorized in separate divisions and be a part of the same group. The numbers will be continuous and in succession regardless of division. Only the designating marker will change to identify in which division the object will be placed:

- (a) Capitol Art: CA.year.group.object # (ie. CA.2009.01.01)
- (b) Capitol Photographs: CP.year.group.object # (ie. CP.2009.01.02)
- (c) Capitol Historic Furniture: CF.year.group.object # (ie. CF.2009.01.03)
- Mark each object with the assigned accession number that is a museum collections management approved method in a consistent and easily accessible location.

Example:

1. Framed art: upper right hand corner in a contrasting colored writing implement. If possible a small archival tag with the accession number attached in a removable manner to an unobtrusive section of the frame – the d-ring which the hanging-wire is attached.
  2. Historic wood furniture: back center bottom of seat in a contrasting colored writing implement. Historic upholstered furniture: bottom of seat right side center using a linen tape segment marked with the accession number and tacked onto the underlining.
- Maintain and update a computerized database (a museum collections specific program) and a hard copy object file of the Capitol Collection. Both database and file will include a digital and hard copy image of the object.
  - Monitor and appropriately document any condition, preservation, and location changes to the Capitol Collection.
  - Provide appropriate documentation for the Capitol Collection in regard to accession, de-accession, exhibits, and loans.

### 3. Conservation and Maintenance

The Commission establishes the following procedure and protocol for the care, preservation, and maintenance of the Capitol building and Collection which is to be overseen by the Capitol Curator. The Capitol Curator will present to the Commission for final approval recommended actions for the conservation of the Capitol Collection and preservation of the Capitol building when requested or required. If any conservation work is needed that is outside the scope of the Capitol Curator a certified and highly qualified reputable conservator will be utilized.

- A. For the Capitol building the Capitol Curator will work with DPW to ensure the historic nature and intent of the building is preserved and will keep on file care and cleaning recommendations.
- B. For the Capitol Collection in general the Capitol Curator will:
  - Keep on file care and maintenance recommendations.
  - Work with DPW and provide care and maintenance recommendations when requested.
  - Present to the Commission a list of recommended actions on objects that need conservation work.
- C. For the Capitol Collection in use or on display in the Capitol building:

- Spills and general everyday mishaps clean with water damp soft cotton cloth and a dry cotton cloth. For anything more serious contact the Capitol Curator. See page 15 for space use guidelines.
- Capitol Curator will conduct a bi-annual inventory and condition check that will be scheduled pre and post legislative session.
- Capitol Curator will conduct a weekly check and walk through of exhibition areas.

D. For the Capitol Collection in storage the Capitol Curator will:

- Conduct an annual inventory and condition check.
- Ensure that the objects are appropriately and archivally stored.

#### 4. Accession and De-accession

A. The Capitol building will not be an actively collecting entity and objects will only be added (accessioned) to the Capitol Collection if:

- The object is a gift to the State of Idaho by visiting and foreign representatives.
- The object is a part of an inherently growing collection due to law (ie. Legislative photographs).
- The object has been found and/or returned and confirmed to belong to the Capitol Collection.

If these conditions are met then the appropriate documentation will be done by the Capitol Curator and involved party.

B. If a person or organization is interested in contributing to the Capitol Collection with a Minor, Major, or Original work see section IV for guidelines.

C. If an object is to be removed (de-accessioned) from the Capitol Collection the Capitol Curator will:

- Provide a case statement for removal.
- Present statement for review to the Commission for final approval.
- Process the appropriate documentation for de-accession.

Once de-accessioned the Capitol Curator will make every effort to place the object in an appropriate location or put the object in a public auction. The funds generated by a public forum purchase will revert back into the Capitol Collection for conservation and collection management needs.

#### 5. Capitol Collection Use

The Commission establishes the following guidelines for the Capitol Collection use within the Capitol building.

- Any Capitol Collection object located in Public, Agency, and Private spaces in the Capitol building will be monitored and managed by the Capitol Curator.
- No modification or location changes will be made without the notification and assistance of the Capitol Curator. Modification to any Capitol Collection object must be done through the Capitol Curator who will determine if such changes are

needed or required. If modification is required the Capitol Curator will notify the Commission. See section III.3.

## SECTION IV – WORKS PROJECTS

All Works and Temporary Exhibits at the Capitol should:

- Maintain the dignity of the Capitol, its existing memorials, and the surrounding environment;
- Preserve views of the Capitol and its architecture;
- Be consistent with the principles and policies of the Idaho State Capitol Master Plan, dated July 19, 2000;
- Reflect the diversity of Idaho's people;
- Be nonpartisan;
- Provide an enriching experience that illuminates and celebrates common values and broadens understanding of Idaho's heritage and culture

### 1. Review Guidelines

A. The Committee shall be available to provide advice and assistance to a Proposing Entity regarding these Guidelines and the Master Plan.

B. Proposals for a Work will be reviewed in three phases:

- *Phase one (1): **Proposal Submission.*** Proposals for Major and Minor Works will be received by the Capitol Curator for initial review. To have a Work considered, the Proposing Entity must submit a written proposal to the Capitol Curator. The Capitol Curator will review the proposal to determine if it meets these Guidelines. At the option of the Commission, this initial review may be done by the Committee. If the proposal does not meet the Guidelines, the Proposing Entity will be so advised.
- *Phase two (2): **Committee review.*** Proposals presented to the Committee will be reviewed based on its suitability as stated in the guidelines and evaluation criteria. After the proposal is submitted and reviewed, the Capitol Curator will present the proposal to the Committee. The spokesperson for the Proposing Entity may be requested to provide an initial briefing to the Committee. A scale model may be requested at this time.
- *Phase three (3): **Commission approval.*** The Committee will bring their recommendations before the Commission for final review and approval. If the proposal meets the stated guidelines and criteria, the Committee will present their recommendations with a scale model to the Commission. After review the Commission may:
  1. Approve the proposal
  2. Deny approval.
  3. Request further consideration by the Committee.
  4. Request that the Proposing Entity reconsider or refine its proposal and resubmit it.

C. Guidelines for a Major Work:

- Describe the general concept and subject matter. In the description portion of the proposal the following should be addressed:
  1. *Site Selection.* The Work should provide a setting that is compatible and supportive. In turn, the Work in its setting should be supportive of the

surrounding design and public functions, including any applicable part of the Master Plan.

2. *Size and scale.* There should be coordination between the size and scale of the Work and its setting.
  3. Relationship to existing Works or features. The Work should not be of such a size, scale, or material as to interfere with any existing Work or feature.
  4. *Design Description.* The intended message of the Major Work should be clear and understandable. The Major Work should convey meaning that will have significance to future generations. The Work should be designed to be accessible and engaging. Since it is often a gathering point, it should be designed to meet all applicable Americans with Disability Act standards.
  5. *Subject.* A Work should have as its primary purpose an artistic or aesthetic purpose providing enjoyment to the public rather than serving solely as a monument to an individual. A Work that focus on an individual, group of individuals, or commemorates an event shall be considered only after the 10<sup>th</sup> anniversary of the individual's death or the death of the last surviving member of a group or event if deemed of an enduring, historical, and state-wide nature.
  6. Materials should be chosen for durability, visibility and maintainability.
  7. Work intended for outdoor placement may be enhanced with night illumination integral to the Work's design. Such illumination should not conflict with other Works, open space, buildings and their inhabitants and the overall landscape.
- The proposal must include a scale drawing or illustration.
  - Estimate the anticipated cost of the Major Work, including all development and installation costs and any required modifications and improvements to sidewalks and utilities.
  - Identify planned sources of funding.
  - Designate a single contact person.

D. Guidelines for a Minor Work:

- A description of the work:
  1. Material – durable material that will last over time.
  2. Letter style – easily read by the general public.
  3. Border style – fitting to the location, existing architecture, and design.
  4. Background texture – fitting to the location, existing architecture, and design.
  5. Finish - fitting to the location, existing architecture, and design.
  6. Size - fitting to the location, existing architecture, and design.
  7. Mounting - fitting to the location, existing architecture, and design.
- An explanation of why the Proposing Entity believes the proposed Work fits the definition of a Minor Work.
- An estimate of the anticipated cost of the Minor Work, including all development and installation costs and any required modifications and improvements to sidewalks and utilities.

2. MAJOR WORK: see sections IV.1.B and IV.1.C for Major Work submittal process and guidelines.

Proposing Entity should be aware that:

- Proposals for a Major Work, including site selection and design, are subject to the final approval of the Commission. The Commission may request assistance and advice in its evaluation from the Committee and others as deemed necessary by the Commission. The Commission reserves the right to consider additional issues as may become necessary or relevant to its review.
- The Committee or its designated spokesperson in collaboration with DPW will work with the Proposing Entity on design and site considerations.
- Works that by their nature cannot be completed at the time of installation (such as those to which names or dates are to be added over time) are discouraged.
- Lists of any kind are discouraged. Any text or inscriptions should be meaningful to the broadest possible audience.
- The proposing entity will be notified as to the status of their proposal.

3. MINOR WORKS: see sections IV.1.B and IV.1.D for Minor Work submittal process and guidelines.

A. Proposing Entity should be aware that:

- Proposals for a Minor Work, including site selection and design, are subject to the final approval of the Commission. The Commission may request assistance and advice in its evaluation from the Committee and others as deemed necessary by the Commission. The Commission reserves the right to consider additional issues as may become necessary or relevant to its review.
- The Committee or its designated spokesperson in collaboration with DPW will work with the Proposing Entity on design and site considerations.
- As determined by the Commission in consultation with the Committee, Minor Works may be required to meet criteria applicable to Major Works.
- Living Memorial. If a proposed Minor Work is a Living Memorial, the Proposing Entity should address the life expectancy of the Living Memorial and the cost of maintenance. Selection of plant types shall be coordinated with the DPW for compatibility with landscape plans and existing plantings. The replacement of existing, aging, or ill trees and shrubs in lieu of new plantings is encouraged. If a Living Memorial dies, it may not be replaced. Living Memorials dedicated to individuals will not be permanently marked.

B. Determination of Status. The Committee will determine if a proposed work is a "Minor Work." The Committee may consult with the Capitol Curator, Commission, DPW, and/or other entities as deemed necessary in making such determination. If the Committee determines that a proposed Minor Work is a Major Work, the Proposing Entity will be notified and be required to follow and meet the procedures and requirements set forth in these Guidelines for Major Works. If the Committee determines that the proposed Work is a Minor Work, it may proceed with the application process or request additional information.

#### 4. Placement:

- Upon final placement and completion of a Work that has been donated for display at the Capitol, the State shall become sole owner of the Work. The original artist or designer shall hold no rights to any Work commissioned, donated, or purchased for display at the Capitol, including reproduction, access, modification, relocation or resale unless such rights are specifically allowed in a formal written agreement between the State and the artist. The federal Visual Artists Rights Act (VARA) will be observed in the case of donated unique, visual works of fine art: paintings, sculptures, drawings, prints, and still photographs produced for exhibition unless VARA has been waived in writing by the artist.
- No Major or Minor Work (except for replacement flowers or shrubs), including donated Works, may be placed at the Capitol without prior approval of detailed plans specifying a particular site for the Work.

#### 5. Relocation:

- The Capitol Commission reserves the right to relocate any works. Relocation planning may be done in consultation with the Capitol Curator and affected parties whenever practical.
- The Capitol Commission reserves the right to remove Work in and around the Idaho State Capitol.
- Removal of objects from the Collection will follow procedures as stated in section III.4.

### **SECTION V - EXHIBITION**

The Commission establishes the following display guidelines within the Capitol building. The Capitol Curator will manage all temporary and permanent exhibits within the Capitol building and manage and monitor objects from the Capitol Collection that are on display. The Capitol Curator will work in collaboration with DPW in the installation and display of Capitol Collection objects and exhibition objects. For Temporary Exhibits guidelines see section VI.

#### 1. 2-dimensional framed works of art:

- A. Museum/professional quality picture hangers will be used to minimize damage to the Capitol building walls. The picture hangers should consist of two (2) components – the nail that minimizes wall damage and the picture hook which has a precision guide nail hole that provides the correct angle of insertion (30°) and reinforced hook groove for secure wire hold. All framed works will be hung with two picture hooks that have the correct weight allowance and appropriately spaced.

In the designated spaces:

- Public: for public safety and as a theft deterrent, picture hooks should be child safety and tremor proof hangers that have an additional cover latch/elbow over the open hook.
- Agency: each agency may use regular or safety picture hangers in their public reception areas.
- Private: regular picture hangers may be used.

B. Hanging height: 61 – 74 inches on center

- The center measurement of the preferred framed image should be 61 – 74 inches from the floor in the wall space between the picture rail and chair rail, the on center height being dependent on the height of the chair rail. (ie. The Garden Level main corridor walls are 8 feet high with 4 feet of marble wainscoting and 4 feet of clear wall. The on center height that will clear the wainscoting and still be comfortable for viewing is 72 inches.)
- Each space (Public, Agency, and Private) contact the Capitol Curator for hanging procedures and appropriate picture hangers.
- The Capitol Curator will work with DPW in hanging the selected images.

C. Double or more stacked hangs: two hanging nails for the top framed object and cable with the accompanying hooks for the secondary or more framed objects will be used. This will prevent more holes than necessary from being put in the walls. The Dining Hall will use picture hooks regardless of single or multiple hangs due to space purpose and use. The Capitol Curator will have the product and product information available.

- The on center height will be the same as single hangs. When the top framed object hanging height has been determined, two hanging nails will be used. The second framed object will be hung one – three inches below the top framed object with cable that is looped from each hanging hook. The cables come with their own specialized hooks from which framed objects may be hung. Finished result should be only one pair of holes with the rest hanging via cable. Triple hangs will be the same dependent on the size of the framed objects and wall space available.
- In Public spaces multiple hangs should use one regular cable hook and one self-alarmed hook.
- In Agency and private spaces regular cable hooks may be used.

2. 3-dimensional works of art:

A. The Capitol Curator will have on file the approved pedestal style and vitrine specifications and proper cleaning implements.

B. The Capitol Curator will assist DPW with the placement of the display by request or if the object is from the Capitol Collection and/or a loan from a borrowing entity.

C. The display of three dimensional objects for:

- Public: will be on the approved pedestal with a vitrine cover and under the purview of the Capitol Curator.
- Agency and Private: will have the option of displaying three dimensional objects on a pedestal with a vitrine cover dependant on location and space. The height and size of the pedestal and vitrine can be ordered to suit the space. The Capitol Curator will facilitate the order on behalf of the requesting entity with cost being the responsibility of the requestor.

### 3. Exhibits and Loans:

- A. All temporary, permanent, and rotating exhibits in the Capitol building are under the purview of the Capitol Curator. The approved spaces for:
  - Temporary two dimensional exhibits: Garden Level East and West main corridors in the Capitol building proper.
  - Changing three dimensional exhibits: Statuary Hall on the fourth floor and Public Lounge on the third floor.
  - Permanent exhibit: Garden Level central rotunda.
  - Legislative photographs: third and fourth floors of the House and Senate Chambers and the East and West Wing main corridors.
- B. The Capitol Curator will oversee the handling and moving of objects from these exhibits and will provide the appropriate documentation for these exhibits.
- C. Loans of objects from and to borrowing entities and to and from the Capitol building will be managed by the Capitol Curator who will provide the appropriate documentation.

## **SECTION VI – TEMPORARY EXHIBITS**

The Committee will present their recommendations of Temporary Exhibits to the Commission for final approval with the coordination made by the Capitol Curator. The Capitol Curator will manage all Temporary Exhibits in the Public Space areas.

### 1. Committee Goals:

- Protect & maintain the integrity of open space within the Capitol and grounds.
- Provide an enriching experience that broadens the understanding of Idaho's heritage, culture and common values.

### 2. Who is Eligible to Exhibit:

- Governmental agencies, commissions, councils, and tribes
- Educational entities
- Agencies or organizations with subjects of state and national interest
- National, regional, local fine arts groups/organizations, and/or individuals

Applicants should be aware that:

- the Arts, History, and Culture Committee will review and make recommendations for accepted proposals to the Idaho Capitol Commission.
- approved exhibits will be temporary and displayed for a predetermined length of time.
- exhibits will be maintained. If any changes occur, the Capitol Curator will notify the contact person.
- the Capitol Curator will be responsible for monitoring the condition of exhibits and coordination with exhibitors.
- all inquiries regarding an exhibition or its status will be made to the Capitol Curator.

### 3. Evaluation Criteria:

- A. Proposed exhibits will be evaluated for its:
  - significance to the state of Idaho;
  - statewide importance appropriate for all audiences;

- ability to enhance the beauty and dignity of the Capitol and grounds;
- ability to display the diversity of Idaho's people;
- ability to provide the viewer an enriching or educational experience;
- high quality of work.

B. The Committee **cannot** allow exhibits determined to:

- be partisan, controversial, offensive, political, or blatantly commercial;
- be of inferior quality in terms of design, content, or educational aspects;
- possibly cause damage to the building.

#### 4. Application Process:

Proposals will be reviewed in **three (3)** phases. The submitter will be contacted as to the status of their proposal.

- *Phase I* is an initial review of exhibition proposals by the Capitol Curator. See section VI.5 for proposal requirements.
- *Phase II* is presenting the exhibit proposal to the Committee for review if it meets the guidelines and evaluation criteria.
- *Phase III* will be a final review and approval by the Commission if selected by the Committee.

#### 5. Capitol Exhibit Proposal Requirements: (please type or print clearly)

1. Cover letter
2. Brief organization or individual summary
3. Exhibit narrative (if applicable)
4. Labeled images (artist, title, medium, year created, and size) in cd, print out, or slide format
5. Checklist of objects:
  - Checklist should be in alphabetical order by artist followed by object if a group exhibition or by artwork if a single artist exhibition
  - Have artist's name and area of residence (city or county, state if out of state) as they want it to appear in written form
  - For each artwork there should be the same information as on the images

Ex. Jane Doe, Meridian  
Checklist of objects

1. *Train Depot*, 2009  
Color photograph on paper  
14 x 24 inches  
Credit line if applicable

2. *Silver Creek*, 2008  
Watercolor on paper  
8 x 10 inches  
Credit line if applicable

Ex. Group exhibition

1. Jane Doe, Rupert  
*Spring*, 2008  
Oil on canvas  
16 x 24 inches

Credit line if applicable

2. John Doe, Boise  
*Foothills*, 2008  
Oil on canvas  
24 x 40 inches  
Credit line if applicable

*Summer Fun*, 2007  
Oil on canvas  
18 x 30 inches  
Credit line if applicable

6. Contact person's information

6. Capitol Contact information:

Please contact the Capitol Curator with all questions regarding exhibits in the Capitol building.

## Welcome to the Capitol Building!

Please observe the following guidelines for your assigned space.

### I. Space definition: The Capitol building spaces are defined as:

- **Public Space** which is defined in Idaho Code § 67-1602(1) has open access to the public.
- **Agency Space** is the office spaces and reception area assigned to the agency within the Capitol building and has open to limited public access.
- **Private Space** means the office space used exclusively for the daily operations of its associated agency and has limited to no public access.

### II. Furniture:

- Your assigned space has its own furniture. Please do not remove the furnishings provided.
- No alterations to the provided furnishings are permitted.
- Please do not use tape or any adhesive materials on the provided furnishings. It is difficult to remove and damaging to the finish.
- Spills and general everyday mishaps are to be cleaned with a water damp soft cotton cloth and a dry cotton cloth. For anything more serious contact the Capitol Curator.
- Potted plants need to have a water guard between the pot and furniture. Please do not leave moisture to sit on the surface of the furniture.

### III. 2-dimensional wall hangings:

- To assist with the preservation of the Capitol building please use discretion when deciding the number and type of object(s) that will be hung on the wall(s). Framed objects are encouraged.
- To minimize damage to the walls please do not hang anything on the walls yourselves. If you have a framed image you would like hung on the wall in your space please contact the Capitol Curator for hanging procedures and appropriate hangers.
- If you wish to have a historic photographic reproduction in your space please contact the Public Archives and Research Library at 334-3356 or the Capitol website [http://www.idahohistory.net/capitol\\_catalog.html](http://www.idahohistory.net/capitol_catalog.html). The cost of the order will be the responsibility of the requestor.

### IV. 3-dimensional objects:

- If you have an object you would like displayed in your space but not on a provided furniture piece please contact the Capitol Curator. The Capitol Curator will have the approved pedestal and vitrine (cover) specifications on file. The Capitol Curator will facilitate the order on behalf of the requesting entity with cost being the responsibility of the requestor.
- The Capitol Curator will assist with the placement of the display by request or if the object is from the Capitol Collection and/or a loan from a borrowing entity.

**Thank you and enjoy your assigned space in the Capitol building!**

If you have any questions in regard to these guidelines please contact the Capitol Curator.

## Idaho State Capitol Building – 4<sup>th</sup> Floor Rotunda Space Usage Guidelines

The 4<sup>th</sup> Floor Rotunda is available for use by the public during the legislative session. There are 16 spaces available with each being approximately 9 x 5 feet. The spaces are reserved on a first come, first serve basis. Reservations can be made beginning October 1, 2009 for the \_\_\_ Legislative Session. To reserve a space, please complete this form and email it to [capitolvisitorservices@lso.idaho.gov](mailto:capitolvisitorservices@lso.idaho.gov) or call 334-4855.

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Materials to be used in your display \_\_\_\_\_

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- Organization must provide its own tables, chairs, easels, etc.
- You are responsible for setting up and taking down displays and exhibits in a timely fashion, without disrupting legislative business or public access
- Displays and exhibits must not block office entrances. Sufficient room should be allowed in the corridors to permit normal pedestrian traffic and emergency egress
- Nothing may be set on the railings of the Rotunda or stairways, or be tossed in the Rotunda from one level to another
- Loud or noisy events which disrupt State business are prohibited
- You are responsible for the condition of the space you use, including pick up of all litter. Upon request, additional litter receptacles may be available
- Do not tape or attach posters, sticker, signs, banner, or other materials to the walls, floor, pillars, or any part of the building
- Do not lean tables, chairs, or any items against walls, pillars, statues, portraits, or staircases
- Do not drag, roll, or move tables, displays, risers, chairs, or any other items on the marble floors. If risers or other heavy items must be used, plastic floor covering or non-marring protectors must be placed beneath the item
- Do not relocate any of the building's furnishings for any purpose
- No balloons, candles, or sound systems
- Rubber cord protectors should be used to prevent trip hazards - no adhesive materials are allowed. Cord protectors are available at any hardware or office supply store
- Do not serve food or beverages or decorate with flowers or materials that might stain the floors. If serving beverages or food, please place clear plastic sheeting under the table to protect the floor
- Above all, please respect our historic Capitol Building as a working state office building and help us preserve it for future generations. Have a successful event!

*For any questions regarding space use please contact Capitol Visitors and Services Manager*

Fourth Floor Central Rotunda Layout Plan

