The Wyoming Roving Archivist Program (RAP) Directory is a list of institutions in Wyoming with archival holdings. The Directory is part of the first phase of a National Historical Publications and Records Commission (NHPRC) grant-funded collaboration between the University of Wyoming's American Heritage Center, the Wyoming State Archives, and the Wyoming State Historical Records Advisory Board (WY SHRAB). The first phase of the project has focused on conducting a needs assessment survey, which took place in late 2022 and early 2023, creating recommendations based on the survey results, and building an online directory of cultural heritage institutions in Wyoming with archival holdings.

The Directory is mean to be a living record that will change over time and will be populated in collaboration with Wyoming's cultural heritage institutions. If your institution wishes to be added to the Directory to update your profile, please complete the form below to submit the necessary information to create your institution's profile. The Roving Archivist will take this information and use it to populate your profile more extensively or create a profile if one does not exist.

1. Name of institution:
2. Website/URL:
   > If you do not have a website, feel free to use the URL of your main web presence, such as Facebook.
3. Institution's phone number:
4. Contact email/webpage:
   > If at all possible, please use a generic email address such a info@historicsociety.org. If there is no such email address, please submit the link to a contact form/webpage for your institution.
5. Address:
   > This is for the map, so it should be a street address if possible. If you have multiple locations, please add subsequent addresses in the Comments section at the end of the form.
6. Type of institution:
   > Select the option that best represents your institution's primary function.
   a. Academic library, college/university
   b. Agency or university department with scientific, archaeological, or artifact collections
   c. Archives
   d. Arts organizations (including galleries, arts center, art museums)
   e. Cultural center
   f. Historic site/building
   g. Historical society
   h. Museum
   i. National/state park
   j. Nature center, arboretum, or botanical garden
   k. Public library

       l.   Science/technology museum (including planetariums)

       m. Visitor center

       n. Other

7. One sentence description of institution:

8. Long description of organization

    (300 words max.)

    This is what people see when they click on your institution using the Directory. Make sure to use specific nouns and keywords in your description to facilitate searching. In this description, you can address your institutional holdings, services offered, potential for tours, institutional mission, and other relevant information.

9. Logo

    Please upload your institution's logo. Use a file up to 900 x 900 pixels. If you cannot upload the file here, please email it to the Roving Archivist in an email titled "Logo Submission" to spcr.rovingarchivist@wyo.gov.

10. Image to represent your institution

    This can be an image from your collection, an image of your building, etc. Please submit the image in landscape orientation, up to 1920 x 1080 pixels. If you cannot upload the file here, please email it to the Roving Archivist in an email titled "Logo Submission" to spcr.rovingarchivist@wyo.gov.

11. Image caption

    Please provide a brief caption if you provided an image to represent your institution. If the image is in the public domain, please note within the caption.

12. Permission to publish. Please complete this permission publications form if you uploaded logo and/or image.

    a. We retain the rights to the uploaded logo and/or image and give permissions to the Wyoming Roving Archivist Program to publish it on its websites and on social media.

    b. The logo and/or image is in the public domain.

13. Name of representative completing form:

14. Email address of representative:

15. I am a:

    a. Chief or Executive Director

    b. Staff Member

    c. Board Member

    d. Volunteer

    e. Other

16. Comments