

CHAPTER 5

DIVISION OF THE STATE MUSEUM

Authority

N.J.S.A. 18A:73-1 et seq. and N.J.S.A. 52:16A-11.

Source and Effective Date

R.1992 d.286, effective July 6, 1992.
See: 24 N.J.R. 1239(a), 24 N.J.R. 2462(b).

Executive Order No. 66(1978) Expiration Date

Chapter 5, Division of the State Museum, expires on July 6, 1997.

Chapter Historical Note

Chapter 5, Division of the State Museum, was adopted as R.1987 d.100, effective February 17, 1987. See: 18 N.J.R. 2368(b), 19 N.J.R. 366(a). Pursuant to Executive Order No. 66(1978), Chapter 5 expired on February 17, 1992 and was adopted as new rules by R.1992 d.286. See: Source and Effective Date.

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SUBCHAPTER 1. PURPOSE AND OBJECTIVES OF THE STATE MUSEUM

15:5-1.1 Purpose and scope

The New Jersey State Museum performs the traditional functions of collecting, exhibiting and interpreting in the broad areas of science, history and the arts. This framework includes an expanding emphasis on community outreach services (film loan service and traveling exhibition service).

15:5-1.2 Objectives

(a) Collecting is a major objective of the New Jersey State Museum. Through judicious purchases and selective gift solicitations and through field collecting and archaeological and paleontological excavations, the Museum is realizing its objective of having significant collections in the following areas:

1. Fine Arts, consisting of New Jersey paintings, sculpture, prints and drawings of the 19th and 20th centuries; American paintings, sculpture, prints and drawings of the 19th and 20th centuries; painting, sculpture, prints and drawings of the Western European tradition; and objects similar to the above but from other locales (for purposes of comparison).

2. Cultural History, consisting of objects and artifacts that help to document and describe the existence of the peoples who have lived in New Jersey during the historic period; documented New Jersey ceramics, glass, metalware, furniture and similar objects with major aesthetic and/or historic value; and similar objects and artifacts from other cultures (for purposes of comparison).

3. Archaeology and/or Ethnology, consisting of data and archaeological artifacts relating to prehistoric New Jersey; similar materials from other areas of North America (for comparison); ethnographic specimens from New Jersey, for documentation purposes; and ethnographic specimens from other areas of the Americas for purposes of comparison.

4. Natural History, consisting of paleontological and geological specimens relating to New Jersey; other natural history specimens relating to New Jersey; and similar science-related specimens from other areas (for better understanding of New Jersey).

(b) Exhibiting consists of long-term and short-term installations.

1. Large exhibition halls on the Museum's second floor have been designated for long-term installations. They include the following:

- i. The Hall of Natural History, which contains exhibits devoted to: theories on the origin of the universe; origin of matter; a synoptic account of the formation and structure of the earth; theories on the origin of life; a synoptic account of geologic time periods with emphasis on New Jersey paleontology; the Pleistocene Epoch in New Jersey; and current ecology of New Jersey; and

- ii. The galleries, which house selections from the Fine and Decorative Arts collections and feature furniture and appropriate accessories from the 18th century to the early 19th century; American paintings from the 20th century; New Jersey silver, ceramics, and iron; selections from the print and drawing collections.

2. Short-term installations are housed in the Museum's street level galleries, and areas of the lower (planetarium) level galleries and are devoted to changing exhibitions covering the full range of the Museum's broad interests in fine arts, cultural history, archaeology/ethnology and science. To allow flexibility in presenting current exhibitions of maximum interest, no limits have been established on the thematic content of short-term installations, though the focus is clearly on New Jersey. In short-term installations covering fine and decorative arts, the intent has been to offer an overall balance of periods and schools of expression.

(c) There are three major modes of interpretation in the Museum's program. They are:

1. School programs, which are designed to extend and enrich classroom experiences, and which are characterized by experimental and innovative teaching techniques utilizing advanced educational technology as well as the Museum's unique environment. The intent is to stimulate the students' capacity for learning, inquiry, interest and the excitement of discovery. Emphasis is placed on controlled learning situations. Classroom size groups are regarded as optimum, but specially designed instruction areas are available for presentations to larger groups.

2. Public programs for children, which are designed to stimulate the excitement of discovering a new experience, to encourage appreciation of the efforts of others, and to provide an opportunity for participation in and/or observation of artistic performances.

3. Public family programs, which are intended to provide opportunities for enjoyment and benefit from both traditional and innovative programs in the arts, humanities and sciences.

4. The publications program, which documents exhibitions and collections in a manner that will contribute to public and scholarly understanding and appreciation. Bulletins, Investigations and Reports, published on an irregular basis, provide a medium for public documentation of studies and/or research by the Museum's professional staff or other professionals exploring the Museum's areas of concern.

(d) Community outreach services are an important part of the Museum's program. The Museum is playing an increasingly active role in carrying an awareness of its areas of interest into the New Jersey community. Currently, this program includes a film loan service and a traveling exhibition service, both of which are being expanded and refined. The following are provided by these services:

1. The film loan service extends the Museum into the classroom and the community by providing meaningful films that will enrich the learning process and contribute to public insight and understanding. The service also serves as a distribution agency for films produced or purchased by other branches of State government to explain, interpret and/or educate in their areas of concern. The service is endeavoring to expand its film offerings of interest to minority groups and groups for whom English is a second language.

2. The traveling exhibition service provides educational institutions, civic centers and libraries with representative art, history or science exhibits containing original art works, artifacts, specimens, interpretive materials and teaching aids. Exhibitions offered through the service are designed to support curriculum and teaching programs and, at the same time, to introduce the non-museum-going public to the educational potential of museums in general and the New Jersey State Museum in particular.

15:5-1.3 Definitions

The following words and terms, when used in this chapter shall have the following meanings unless the context clearly indicates otherwise.

"Acquisitions" means newly acquired through purchase, gift, bequest, exchange for field collecting.

"Advisory Council" means the State Museum's five member advisory council which advises and consults with the Museum director with respect to the functions of the Museum.

"Collections" means a group of objects within a particular category or may refer to all of the objects in the Museum's care.

"Curator" means the head administrator of a particular Museum bureau who keeps and develops the collections, organizes exhibits and supervises the educational interpretive programs.

"Deaccession(ing)" means to dispose of objects in the Museum's collections through sale, exchange or trade.

"Director" means the director of the New Jersey State Museum.

"Sponsoring State agency" means the State agency responsible for placing a particular film in the film depository at the State Museum.

SUBCHAPTER 2. MANAGEMENT AND OPERATION OF THE STATE MUSEUM

15:5-2.1 Museum admittance and conduct

(a) Hours when the Museum shall be open to the public are limited to the days and times posted at all main entrances and published in the Museum's calendar of events, for gallery exhibits. The Museum offices are open during the days and times posted in the main foyer of the Museum. They are closed weekends and state holidays.

(b) The Museum galleries and offices may be closed to the public at the director's discretion when there is insufficient security personnel available to maintain adequate protection of the collections; during temporary emergencies due to weather or to building emergencies; when there is a lack of operating funds due to budgetary limitations; during special state occasions when the Museum will be in use; and during special training days for personnel. The Museum will make every effort to publish closing dates in advance in the Museum's Calendar of Events.

(c) There is no charge for general admission to the Museum. Children under the age of 17 will not be admitted to the galleries housing the permanent collections in fine and decorative arts and other posted areas, unless accompanied by an adult.

(d) Food or drink is prohibited in the galleries unless special approval by the director has been obtained.

(e) Smoking and gum chewing are prohibited in the galleries.

(f) Shoes, shirts or blouses, pants or skirts, or dresses must be worn in the Museum.

(g) Bulky and potentially dangerous possessions may be regulated in the following manner:

1. Gallery visitors carrying briefcases, parcels, umbrellas and other similarly bulky objects may be asked to leave them with security personnel to insure the safety of the Museum's collections.

2. Any visitor who is asked to check his or her parcel and does not do so may be subject to a security check upon leaving the Museum.

(h) Photography limitations are:

1. The general public is not permitted to take pictures in the galleries with the exception of the hall of natural sciences.

(i) Reproduction for publication is permitted with the approval of the director subject to the following requirements:

1. The payment of a reproduction fee (which may be waived for educational publications).

2. If the work is copyrighted, artist may charge a reproduction fee.

3. If no photograph is available of the work, the Museum will have one taken and charge a fee to cover such costs.

4. There is a service charge for the use of the Museum's color transparencies.

(j) The Museum is barrier free to provide access to handicapped persons.

15:5-2.2 Use of facilities

(a) Museum meeting areas shall be used primarily for programming in the arts, history and sciences with events originated, sponsored and/or implemented by, or in the interest of, the Museum. High priority is assigned to programs of direct educational value to New Jersey's student population. Additionally, the facilities may be used by the following types of organizations if adequate space is available.

1. Departments and agencies of State government;

2. Other municipal, county and Federal agencies when their programs/meetings relate to Statewide concerns; and

3. For-profit and non-profit organizations with projects of an educational, cultural or academic character.

(b) Use of the facilities shall be limited in the following manner:

1. The director may reject any requests for use of facilities when required security or audio-visual personnel cannot be secured or when it appears that the nature of the meeting or the size of anticipated attendance could damage the facility or its contents.

2. All requests for non-Museum use shall be forwarded to the Director's office, 205 West State Street, Trenton, New Jersey 08625. Requests from non-governmental organizations shall be in writing, describing the nature of the meeting and anticipated attendance.

(c) Fees for the use of Museum facilities shall be imposed in the following manner:

1. There shall be a service fee for all non-Museum use of facilities. For meetings outside of regular hours, there will be an additional fee for security personnel (number to be determined by State Police), and for technical personnel (when required). Only Museum-furnished security and technical personnel may be used.

2. Fees shall be estimated and agreed upon in advance and confirmed in writing. Charges incurred by State agencies will be handled on a debit-credit basis through departmental channels. Charges incurred by other organizations will be paid by check directly to the Museum.

(d) All facility users shall sign a facility use contract prior to using Museum facilities.

Amended by R.1996 d.589, effective December 16, 1996.

See: 28 N.J.R. 3894(a), 28 N.J.R. 5187(a).

Deleted existing (a)2 and recodified (a)3 as (a)2; inserted new (a)3; deleted existing (b)2 and recodified (c) as (b)2; recodified (d) as (c); and added new (d).

SUBCHAPTER 3. BUREAU OF EDUCATIONAL SERVICES

15:5-3.1 Function of the Educational Services Bureau

(a) The function of the Educational Services Bureau is:

1. To coordinate the interpretive services of the Museum;

2. To conduct a film program for children and adults;

3. To provide a film loan service to school groups and organized community groups;

4. To schedule the traveling exhibition service;

5. To coordinate the Museum's performing arts program.

15:5-3.2 School services

(a) Reservations for gallery talks, lesson demonstrations, performing arts programs, State House tours and other services should be made as early as possible, but at least two weeks in advance in all cases. Teachers or other group leaders wishing to make a reservation should call 609-292-6347 and provide the following information:

1. Title of the program desired;

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2. Date and time preferred;
 3. Number of students and their grade or knowledge level special needs;
 4. Name and address of school;
 5. Telephone number of school;

6. Name of teacher or other contact.

(b) Confirmation of reservations will be forwarded by mail along with bus parking information and a list of suggestions designed to make the Museum visit and its follow-up as meaningful as possible to the students.

15:5-3.3 Public educational services

(a) The Museum provides films, lectures and performing arts programs which increase or enhance the Museum visitor's appreciation of the arts and sciences.

(b) Program shall be selected on the basis of appropriate-ness to exhibitions, collections, visitor interest, the Museum's physical limitations and advancement of Museum's objectives.

(c) For selected programs there may be a charge to offset costs.

(d) Public service programs available to the public are as follows:

1. Films;
2. Concerts;
3. Plays;
4. Operas;
5. Lectures;
6. Guided tours;
7. Special activities.

(e) The public may be notified about public service programs through:

1. Special interest mailings;
2. Press releases;
3. The Museum's calendar of events.

(f) Individuals interested in information regarding public service programs may call 609-292-6464 for a 24-hour recording, or 609-292-6308 during business hours.

15:5-3.4 Traveling exhibitions

(a) The traveling exhibition program is designed to extend the services of the Museum to all areas of the state.

(b) The exhibitions shall consist of objects from the Museum's art, cultural history, natural science, and archaeology/ethnology collections.

(c) The exhibits shall be available to schools, libraries, community centers and other non-profit institutions and organizations.

(d) Non-profit New Jersey institutions or organizations interested in scheduling a traveling exhibition should contact the:

Traveling Exhibition Service
New Jersey State Museum
205 West State Street—CN 530
Trenton, New Jersey 08625
609-292-7780

(e) An information kit containing a loan condition report, an exhibit inventory, an instruction sheet and a sample press release will be mailed to the borrower approximately two weeks before the opening date. The loan condition report form shall be completed by the borrower and returned to the Traveling Exhibition Service and shall include the title of the exhibit, the name of the exhibitor, the dates of the exhibit, the number attending, and the nature of the publicity used.

(f) The following are the responsibilities of the borrower:

1. Borrowers are expected to exercise reasonable care in unpacking, handling and repacking an exhibit and to provide adequate protection against fire and theft. Exhibition areas must be arranged so that artwork is not exposed to direct or reflected sunlight. Adhesive material may not be attached to frames or plexiglass. Any wiring added for installation must be removed before repacking.

2. The statement, "A New Jersey State Museum Traveling Exhibition" must appear in all invitations, posters and other publicity material prepared by the borrower.

3. Each borrower is committed to arrange for and provide delivery of the exhibition to the borrower or to the Museum, whichever is applicable. In most instances this requires the use of a station wagon or small van. Shipment by U.S. Mail or commercial package delivery is prohibited, without the approval of the director.

(g) The Museum reserves the right to **discontinue the** circulation of any traveling exhibition at any time. In such cases, every attempt will be made to provide an appropriate substitute.

15:5-3.5 Film Loan Services

(a) Film Loan Services provides films to New Jersey schools and organized community groups and serves as the statewide depository and distribution agency for films purchased by other New Jersey state agencies for educational use.

(b) Film loans are made to the public under the following circumstances.

1. The film(s) expand classroom learning experiences for New Jersey public, private and parochial schools; and serve as a resource for community groups.

2. The films are representative of those fields of study covered by Museum collections, exhibits and programs.

3. Film selection is based on accuracy of information, creative presentation, excellence of production (photography, narration, color, sound, etc.) and the film's ability to stimulate discussion and study.

(c) The procedures for borrowing films are:

1. The film should be requested by mail. A limited number of requests may be processed by telephone (609-292-6313) or in person at the Film Loan Office in the Museum (205 West State Street, Trenton).

2. The film service order form shall be completed for requests for film loans by public and state agencies. The information required includes the title of the film, the date the film is desired, the name and address of the borrower, and how the borrower wishes to obtain film (mail or borrower pick-up).

3. There is a service charge to cover postage and insurance. There may also be a late charge imposed after five days.

4. Films are shipped one week before the date that they are scheduled to be shown. They may also be picked up and returned directly.

5. The Film Loan Service provides films for educational purposes. There can be no admission charge, directly or indirectly, and film may not be used, in whole or in part, in any television programming.

6. The borrower is responsible for keeping projectors clean and in good repair so as not to damage the films.

(d) The following are the Museum's responsibilities for state films deposited for distribution.

1. The film loan service schedules and distributes films upon request within New Jersey;

2. Maintains and services films;

3. Supplies annual reports of film usage;

4. Carries listings in Museum Film Catalog and supplements;

5. Underwrites costs of booking, circulating and routine maintenance of films;

6. Recommends purchase of additional prints of titles, as indicated by demand.

(e) Restrictions on the Film Loan Service are as follows.

1. Films must be chosen by sponsoring state agency;

2. Museum staff shall not make recommendations or substitute titles (users shall be referred to the sponsoring agency);

3. Sponsoring state agency must notify Museum to withdraw films which have become obsolete and direct them how to dispose of such films;

4. Film borrowers shall be responsible for postage and service charges.

SUBCHAPTER 4. ARCHAEOLOGY/ETHNOLOGY: COLLECTIONS

15:5-4.1 Collections policy

(a) The archaeology/ethnology collections are to include data and artifacts representative of the prehistory and history of New Jersey, and artifacts representative of other areas useful for comparative cultural interpretations.

(b) The Museum's ethnographic accessioning priorities are as follows:

1. Specimens and collections, preferably with associated anthropological data from prehistoric and historic Native Americans of the New Jersey area.

2. Specimens and collections with associated data from other Indian groups of the Northeast.

3. Specimens and collections, preferably with associated data, from other areas of North America.

(c) The Museum's archaeological accessioning priorities are as follows:

1. Collections excavated using professional standards from archaeological sites in New Jersey.

2. Collections excavated by less than satisfactory standards but which constitute valuable data from under-represented areas, i.e., Northeastern, Atlantic Coast, and South Central portions of New Jersey.

3. Specimens without associated data which are typologically representative and of use as comparative or illustrative material in the Museum's programs.

15:5-4.2 Methods of acquisition

(a) The Museum may acquire specimens through field collecting, purchase, exchange, or gift/bequest. Gifts and bequests are accepted by the curator and director, subject to final approval by the Secretary of State.

(b) Acquisitions shall be transferred unconditionally to the Museum unless noted on the fact of the certificate of transaction form.

(c) All gifts are tax deductible subject to existing laws. Appraisals of gifts are the responsibility of the donor.

15:5-4.3 Methods of deaccessioning

(a) The Museum shall honor any legal restrictions applying to a specimen acquired for its collections, for example, conditions stipulated by donor.

(b) Documented archaeology and/or ethnographic specimen deaccessioning restrictions and procedures are as follows:

1. No specimen may be considered for disposal until five years after acquisition. The five year waiting period may be waived when a decomposing specimen poses a threat to the Museum's other collections. Consideration for disposal must include written documentation of one or more of the following justifications: deterioration, improved or more appropriate use in another institution, inappropriate to the Museum's collections or no longer needed in the collection due to the addition of a similar or better example.

2. Written notice of any planned disposal of accessioned specimens shall be submitted by the curator to the director, who shall present such notices to the Museum Advisory Council for review and recommendations and to the Secretary of State for approval. If approved by the Secretary of State, the specimen may be offered for exchange or donation ONLY to institutions with comparable deaccessioning policies.

(c) Undocumented ethnographic specimen deaccessioning procedures are as follows:

1. Undocumented ethnographic specimens shall be treated the same as documented specimens (see (b) above), except that they may be offered for public sale.

2. Written notice of any planned sale of undocumented specimens shall be submitted by the curator to the Director, who will present such notices to the Museum Advisory Council for review and recommendations and to the Secretary of State for approval. Upon approval by the Secretary of State, objects shall be offered at public sale as follows:

i. Public sale shall follow auction format and shall be conducted by an auction house specializing in ethnographic artifacts;

ii. Selection of the auction house shall be made by the Director of the Museum upon recommendation from the curator;

iii. If the donor of the object is living, he shall be notified at least 120 days prior to public sale. During the period the donor must cite the existence of any legal restrictions preventing deaccessioning.

iv. Public notice of a proposed sale of items from the Museum's collections shall be given at least 60 days prior to the sale date;

v. Funds from the sale shall accrue to the Museum for acquisition within the collection area from which the sold items were drawn;

vi. Written reports on all sales shall be presented to the Museum Advisory Council, the Secretary of State and Governor.

(d) The Museum will retain copies of all documents that pertain to a specimen which has been removed from the collections. Original documents should be offered to a potential recipient with the specimen. If this is inconvenient or impossible, an alternative written agreement must be reached between the Museum and recipient with regard to the documents.

(e) Proposals for destructive analysis of specimen for research purposes (neutron activation, x-ray diffraction, thin-section preparation) shall be submitted for approval to the director by the curator with full documentation of the resultant benefits to the interpretive value of the Museum's collections. Upon approval, any specimen to be subjected to destructive analysis shall be fully documented through morphological written description and photographs.

15:5-4.4 Documentation and record-keeping

(a) The acquisition of a specimen by gift shall be recorded by a Certificate of Transaction form, approved by the Director and signed by the curator or a designee for the Museum and by the donor. The Certificate of Transaction form shall include the type of transaction (loan, exchange, gift, purchase, etc.); the names of parties involved; and a description of the object. The form is used for museum documentation and donor's documentation.

(b) All data associated with any acquired specimen shall be recorded in a manner to insure retrieval.

(c) The Museum shall maintain full descriptive documentation (including photographs) of any specimen deaccessioned along with records of the gift, exchange or destruction of the specimen.

15:5-4.5 Loans

(a) Specimens may be loaned to other institutions or to individuals for purposes of exhibition, education and/or research with the approval of the curator and notification of the director.

(b) Loans will be made on the basis of security of the specimen and maximum public benefit from the collections.

(c) The Museum may charge a fee to other institutions to cover processing and documentation costs.

(d) All loans must be documented by a Certificate of Transaction form. All objects are to be insured upon leaving the Museum.

15:5-4.6 Care and preservation

The physical integrity of the Archaeology and Ethnology collections shall be maintained by the professional staff of the Museum through normal standards and procedures of conservation, storage and periodic inventory.

**SUBCHAPTER 5. ARCHAEOLOGY/ETHNOLOGY:
EXHIBITIONS**
15:5-5.1 Loans from other institutions

The Archaeology Bureau may borrow objects from other institutions and/or individuals for exhibition and/or research purposes. It is the responsibility of the curator to review and select appropriate items and to document them with the Certificate of Transaction Form (see N.J.A.C. 15:5-4.4(a)). Incoming objects are insured by the Museum at owner's appraisal or are covered under lender's policy (State pays premium).

15:5-5.2 Kinds of exhibitions

(a) Long term and short term exhibitions in archaeology/ethnology shall be planned, executed and maintained by the curator with the approval of the Director;

(b) Traveling exhibitions in archaeology/ethnology shall be planned and executed by the staff for circulation by the Bureau of Educational Services and approved by the Director. All traveling exhibitions/objects shall be insured for the replacement cost of specimens and materials for the length of the loan. Insurance coverage may be carried by the Museum or by the borrower, by prior agreement.

15:5-5.3 Care and maintenance

All exhibitions, both in-house and traveling shall periodically be inspected by the curator to insure the security of the specimens.

**SUBCHAPTER 6. ARCHAEOLOGY/ETHNOLOGY:
INTERPRETATION**
15:5-6.1 Publications

Articles, catalogues and research reports shall be prepared for publication under the supervision of the curator with the approval of the Director and within budgetary limits. A fee may be charged to cover the costs of such publications.

15:5-6.2 Programs by reservation

Interpretive programs, including lectures, gallery walks and lesson demonstration in archaeology/ethnology shall be planned and delivered under the supervision of the curator in coordination with the Curator of Educational Services and with the approval of the Director.

15:5-6.3 Additional services

(a) As the state archaeologist, the curator shall provide technical expertise for identification of specimens to federal and state agencies, their representatives and to the general public by appointment only and within budgetary limits.

(b) Data on archaeological resources of New Jersey shall be made available to federal and state agencies and their contractors and to professional researchers consistent with preservation of such resources.

(c) Lectures and other off-site interpretive programs shall be made available within staff and time constraints and with notification to the Director.

**SUBCHAPTER 7. SCIENCE BUREAU:
COLLECTIONS**
15:5-7.1 Contents and standards

(a) The science collections shall include specimens that represent the natural history of New Jersey or that benefit the study and interpretation of New Jersey natural history in related or comparative ways.

(b) Study or research specimens must be documented as to origin, except in the case of undocumented specimens useful for purposes of comparison.

(c) The object must have exhibition, study, research or programming potential.

(d) The object must be of a physical condition and size suitable for Museum storage and/or Museum climate.

15:5-7.2 Methods of acquisition

(a) The Museum may acquire specimens through field collecting, purchase, exchange, or gift/bequest. Gifts and bequests are accepted by the curator and Director subject to final approval by the Secretary of State.

(b) Acquisition must be documented by the curatorial staff with possession transferred unconditionally to the Museum.

(c) The curator shall choose specimens to be accessioned from among the specimens acquired through field collection.

(d) All gifts are tax deductible, subject to existing tax laws. Appraisals of the gifts are the responsibility of the donor.

15:5-7.3 Methods of deaccessioning

(a) The Museum will honor any legal restrictions applying to a specimen acquired for its collection, for example, conditions stipulated by the donor.

(b) No accessioned specimen may be considered for disposal until five years after acquisition. The five-year waiting period may be waived when a decomposing specimen poses a threat to the Museum's other collections. Consideration for disposal must include written documentation of one or more of the following justifications:

1. Deterioration;
2. Improved or more appropriate use in another institution;
3. Inappropriate to the Museum's collections.

(c) Written notice of any planned disposal of accessioned specimens shall be submitted by the curator to the Director, who shall present such notices to the Museum Advisory Council for review and recommendations and to the Secretary of State for approval.

(d) If approved by the Secretary of State, the specimen may be offered for exchange or donation to museums with similar acquisition and disposal policies. If no interested recipient can be found within one year the specimen may be offered to other museums, schools, libraries or similar institutions. If no interested recipient can be found within an additional year, the specimen may be destroyed, provided this may be done legally according to existing federal regulations, for example, Endangered Species Act, etc.

(e) Specimens acquired but not accessioned may be considered for disposal at any time, with approval of the curator. If approved for disposal, such specimens may be offered for exchange or donation, and may be destroyed if no interested recipient is found within 30 days.

(f) The Museum shall retain copies of all documents that pertain to a specimen which has been removed from the collections. Original documents shall be offered with the specimen to a potential recipient. If this is inconvenient or impossible, an alternative written agreement must be reached between the Museum and the recipient with regard to documents.

15:5-7.4 Documentation and record-keeping

(a) The Science Bureau shall maintain documentation of its transactions and assure that adequate data are obtained and recorded with all accessioned materials.

(b) The acquisition of a gift shall be recorded on a Certificate of Transaction form, approved by the Director

and signed by the curator or a designee for the Museum and by the donor. The Certificate of Transaction form shall include the type of transaction (loan, exchange, gift, purchase, etc.); the names of parties involved; and a description of the object. The form shall be used for museum documentation and donor's documentation.

(c) All data associated with any acquired specimen shall be recorded in a manner to insure retrieval.

(d) The Museum shall maintain full descriptive documentation (including photographs) of any specimens deaccessioned along with records of the gift, exchange or destruction of the specimen.

15:5-7.5 Loans

(a) Specimens may be loaned to other institutions or to individuals for purposes of exhibition, education and/or research with the approval of the curator and notification of the Director.

(b) Loans will be made on the basis of security of the specimen and maximum public benefit from the collections.

(c) The Museum may charge a fee to other institutions to cover processing and documentation costs.

(d) All loans must be documented by a Certificate of Transaction Form (see N.J.A.C. 15:5-7.4).

(e) All objects are to be insured upon leaving the Museum.

15:5-7.6 Care and preservation

The physical integrity of the collections shall be maintained through normal standards and procedures of conservation, storage and periodic inventory by the professional staff.

SUBCHAPTER 8. SCIENCE BUREAU: EXHIBITIONS

15:5-8.1 Loans from other institutions

The Science Bureau may borrow objects from other institutions and/or private parties for exhibitions and/or research purposes. It is the responsibility of the curator to review and select appropriate items and to document them with the Certificate of Transaction Form (see N.J.A.C. 15:5-7.4). Incoming objects are insured by the Museum at owner's appraisal, or are covered under lenders policy (State pays premium).

15:5-8.2 Kinds of exhibitions

(a) Long term and short term exhibitions in science shall be planned, executed and maintained in designated areas of the Museum by the curator with the approval of the Director.

(b) Traveling exhibitions in science shall be planned and executed by the staff for circulation by the Bureau of Educational Services (see N.J.A.C. 15:5-2.4). All traveling and exhibitions/objects shall be insured for the length of the loan. Insurance coverage may be carried by the Museum or the borrower by prior agreement.

15:5-8.3 Care and maintenance

All exhibition, both in-house and circulating, shall periodically be inspected to insure the security of the specimens.

**SUBCHAPTER 9. SCIENCE BUREAU:
INTERPRETATION**
15:5-9.1 Publications

Articles, catalogues and research reports shall be prepared for publication under the supervision of the curator with the approval of the Director and within budgetary limits. A fee may be charged to cover the costs of such publications.

15:5-9.2 Programs by reservation

Interpretive programs, including lectures, gallery walks and lesson demonstrations in science shall be planned and delivered under the supervision of the Curator in coordination with the Curator of Educational Services and with the approval of the Director.

15:5-9.3 Additional services

(a) The Curator of Science shall provide technical expertise for identification of specimens by appointment and within budgetary and staff limitations.

(b) Off-site lectures and other interpretive programs shall be provided within staff and time constraints, if approved by the curator with notification to the Director.

**SUBCHAPTER 10. PLANETARIUM AND
OBSERVATORY**
15:5-10.1 Maintenance and programs

The Science Bureau shall maintain the Planetarium and Observatory and shall establish appropriate programs for the general public.

15:5-10.2 Public programs

(a) Planetarium and Observatory programs shall be offered to the general public on a regular basis.

(b) Persons interested in information about Planetarium and Observatory programs may phone the Museum at 609-292-6333 or 609-292-6464 for a recorded message.

(c) Planetarium and Observatory program information is also available in the Museum's calendar of events which may be acquired by phoning the Museum's Public Information Office at 609-292-6308 or in the Museum foyer.

(d) No admission is charged to regularly scheduled Planetarium and Observatory programs.

(e) Programs for children under 7 will only be offered as staffing and scheduling permit.

15:5-10.3 School programs

(a) The Science Bureau shall provide Planetarium and Observatory programs for the benefit of educational institutions.

(b) The school programs shall be administered by the Educational Services Bureau. School groups may apply to Educational Services by calling 609-292-7780 as far in advance as possible.

15:5-10.4 Additional services

Personnel of the Science Bureau may present other programs relating to the Planetarium and/or Observatory within time and budgetary restraints. Programs, such as off-site lectures, are subject to approval by the Curator with notification to the Director.

**SUBCHAPTER 11. FINE ARTS BUREAU:
COLLECTIONS**
15:5-11.1 Collections policy

(a) Objects shall be acquired for the Fine Arts collections in the following areas of priority:

1. New Jersey paintings, sculpture, prints and drawings of the 18th, 19th and 20th centuries;
2. American paintings, sculpture, prints and drawings of the 18th, 19th and 20th centuries;
3. Paintings, prints or drawings from the 18th, 19th and 20th centuries for purposes of supplementing cultural history collections;
4. Paintings, sculpture, prints and drawings of the Western European tradition;

5. Objects similar to those in (a)1 through 5 above, but from other locales (for purposes of comparison).

(b) Objects added to the collection shall have two or more of the following attributes:

1. High aesthetic merit;
2. A particular or peculiar historic connection with the state, area or nation;
3. Exhibition, research or programming potential;
4. Represent the best example of an artist's work;
5. Be of a physical condition and size suitable for Museum climate.

15:5-11.2 Methods of acquisition

(a) The Museum may acquire objects for addition to the collection through exchange, purchase, or gift/bequest. Gifts and bequests are accepted by the curator and Director subject to final approval by the Secretary of State.

(b) All gifts and bequests shall be accepted without conditions attached unless otherwise noted on the face of the official Gift Agreement form. The Gift Agreement form shall include the type of object; a description; and the names of the parties involved. The Gift Agreement form is used for museum and donor documentation.

(c) All gifts are tax deductible, subject to existing tax laws. Appraisals are the responsibility of the donor.

15:5-11.3 Methods of deaccessioning

(a) Reasons for deaccession shall be presented in writing to the Director and must include one or more of the following justifications:

1. No longer needed in the collection due to the addition of a similar or better example;
2. Deteriorating condition of the object;
3. Non-use in the Museum's research, exhibitions and educational programs;
4. New information about authorship/attribution;
5. Revision of Museum's collections policy;
6. Improved or expanded use in a sister institution.

(b) The Museum shall honor any legal restrictions applying to an object acquired for its collection, for example, conditions stipulated by donor.

(c) No accessioned object may be considered for disposal until five years after acquisition. The five year waiting period may be waived when an object poses a threat to the Museum's other collection (for example, object is decomposing).

(d) Written notice of any planned disposal of accessioned objects shall be submitted by the curator to the Director,

who will present such notices to the Museum Advisory Council for review and recommendations and to the Secretary of State for approval. Upon approval by the Secretary of State, objects which have a monetary value will be offered at public sale or exchanged/traded.

(e) The procedure for deaccessioning by public sale is as follows:

1. The public sale will follow an auction format and will be conducted by an auction house specializing in fine art objects. Selection of the auction house will be made by the Director of the Museum upon the recommendation of the curator.

2. If the donor of the object is living, he shall be notified at least 120 days prior to public sale. During this period the donor must cite the existence of any legal restriction preventing deaccessioning.

3. Public notice of a proposed sale of items from the Museum's collections shall be given at least 60 days prior to the sale date.

4. Funds from the sale shall accrue to the Museum for acquisitions within the collection area from which the sold items were drawn.

5. Written reports on all sales shall be presented to the Museum Advisory Council, Secretary of State and Governor.

(f) The procedure for deaccessioning by exchange or trade is as follows:

1. If the donor of the object is living, he shall be notified at least 120 days prior to exchange or trade. During this period, the donor must cite the existence of any legal restriction preventing deaccessioning. If any restriction is cited, the Museum Advisory Council shall review the restriction and make a recommendation to the Director; the Secretary of State shall then rule on the validity of the restriction.

2. Written market value appraisals shall be obtained from a disinterested third party for items both offered and considered for exchange or trade.

3. Market value appraisals will be presented to the Museum Advisory Council for review and recommendation and to the Director and Secretary of State for approval.

4. Written reports on all final exchanges or trades will be presented to the Museum Advisory Council, Secretary of State and the Governor for review.

(g) An inventory list of objects with no monetary value, but potential usefulness outside the Museum, will be presented to the Museum Advisory Council for review and recommendation, and to the Secretary for unconditional deaccessioning approval. After such approval is granted (and the donor has been offered first refusal), the objects shall be offered as gifts to other museums, schools, libraries or similar institutions. If no interested recipient can be found, the objects may be destroyed.

15:5-11.4 Documentation and record-keeping

(a) The Museum shall fully document any object acquired for its collections.

(b) All data associated with any acquired object shall be recorded in a manner to insure retrieval.

(c) The Museum shall maintain full descriptive documentation of any object deaccessioned along with records of the gift, sale, exchange or destruction of the object.

15:5-11.5 Loans to museums and other institutions

(a) Objects from the Museum's collections may be loaned to other institutions for purposes of exhibition, education and/or research with the approval of the curator and Director. Loan proposals may also be submitted to the Advisory Council for review and recommendation.

(b) Loans shall be made on the basis of security of the object and maximum public benefit from the collections.

(c) The Museum may charge a fee to other institutions to cover processing and documentation costs.

(d) All objects from the Museum's collections shall be insured upon leaving the Museum.

15:5-11.6 State Offices Fine Arts Loan Program

(a) The purpose of the State Offices Fine Arts Loan Program is to expand public display opportunities for collection materials which would otherwise be in storage.

(b) The following individuals are eligible to participate in the program: the Governor, legislative leaders, members of the cabinet, other major state officials whose responsibilities relate directly to Museum activities. For a complete list of eligible individuals phone the Museum Registrar at 609-292-1886.

(c) Works may be recalled when needed for Museum exhibits or when security or care conditions become unsatisfactory.

(d) All requests for objects must be made on the State Office Fine Arts Loan Program Request Form and must include the signature of the responsible official. The completed State Office Fine Arts Loan Program Form shall include the department of state government, the official responsible for the loan, and a description of object (to be completed by the Museum). The form is used for documentation for the Museum's records.

(e) The Museum shall determine if day and night security is adequate. The Museum shall not place collection materials in areas where ultra-violet light or unsatisfactory temperature and/or humidity conditions may cause deterioration.

(f) No works may be installed or removed without Museum supervision.

(g) The length of the loan shall be that of the term of the eligible person. Changes shall be every two years if the eligible person requests such changes.

(h) The eligible person may designate another person to choose the works and to schedule installation, but the eligible person must sign the loan agreement and must be ultimately responsible for the loan.

(i) The eligible person, or his or her designated loan coordinator, must call the Museum prior to the termination of the eligible person's term or upon his/her resignation, in order for the Museum to terminate the loan responsibility and to arrange for return to the Museum.

(j) For insurance purposes, the Museum shall maintain records on the exact location of each work and the name of the responsible official. To facilitate and document the loan requirement, periodic location and condition checks shall be made.

(k) Officials or their designated loan coordinators wishing to select works must make an appointment with the Fine Arts Registrar, 609-292-1886, to see items available for loan. Installation of the works must also be scheduled through the Registrar who will consult the Museum Exhibits Bureau schedule and suggest installation dates to the borrower.

(l) Since objects suitable for office loans are limited, no more than four works per official shall be available and choices must be made from the group designated for the program.

(m) All works must be shown with a State Museum identification label beside them.

15:5-11.7 Care and preservation

The physical integrity of the collections shall be maintained through normal standards and procedures of conservation, storage and periodic inventory by the professional staff.

**SUBCHAPTER 12. FINE ARTS BUREAU:
EXHIBITIONS**
15:5-12.1 Loans from other institutions

The Fine Arts Bureau may borrow objects from other institutions and/or individuals for exhibition and/or research purposes. It is the responsibility of the curator to review and select appropriate items; and to document the items with a Loan Agreement Form (to be filled out by the lending institution). Incoming objects are insured by the Museum at owner's appraisal or are covered under lenders policy (State pays premium). The completed Loan Agreement Form provides the lender's name, the artist's name, a description of the objects, shipping instructions, and permission to photograph the object. The form is used for Museum insurance and/or internal records.

15:5-12.2 Kinds of exhibitions

(a) The Fine Arts Bureau shall conduct a permanent collections/exhibition program. Any works on paper shall only be exhibited periodically due to their relatively short life-span according to conservation considerations.

(b) Short term exhibitions in fine arts shall be planned, executed and maintained by the curator with the approval of the Director.

1. No limits have been established on the thematic content of short-term installations to allow flexibility in presenting current exhibitions of maximum interest, though the focus is clearly on New Jersey.

2. The intent has been to offer an overall balance of periods and schools of expression.

3. The exhibitions may consist of objects borrowed from other institutions, individuals and/or objects from the Museum's collections.

(c) Traveling exhibitions in fine arts shall be planned and executed by the Fine Arts Bureau for circulation by the Educational Services Bureau. Circulating exhibitions are available on a limited time basis for protection of the objects. All traveling fine arts exhibitions/objects shall be insured for the length of the loan. Coverage may be carried by the Museum or the borrower by prior agreement.

15:5-12.3 Care, maintenance and security

(a) The Museum's fine arts collections shall periodically be inspected by the curator to insure their security. Should any security problems arise which might threaten the physical integrity of the Museum's collections, the Director shall notify the Division of the State Police.

(b) The curator shall monitor the building's temperature and humidity to prevent possible damage from occurring to the collections. The Director shall notify the Division of Purchase and Property should any problems arise.

**SUBCHAPTER 13. FINE ARTS BUREAU:
INTERPRETATION**

15:5-13.1 Publications

Brochures, pamphlets and catalogues which document fine arts exhibitions shall be prepared for publication within budgetary and time limits, under the supervision of the curator and with the approval of the Director. A fee may be charged to cover the costs of such publications.

15:5-13.2 Programs by reservation

Interpretive programs, including lectures and gallery walks in fine arts shall be planned and delivered under the

supervision of the curator in coordination with the Curator of Educational Services and with the approval of the Director.

15:5-13.3 Additional services

Off-site fine arts lectures and other interpretive programs shall be made available within staff and time constraints, if approved by the curator with notification to the Director.

**SUBCHAPTER 14. CULTURAL HISTORY
BUREAU: COLLECTIONS**

15:5-14.1 Collections policy

(a) The priorities for Cultural History Acquisitions are as follows:

1. Objects and artifacts that help document and describe the existence of people who have lived in New Jersey from the 17th century to the present;
2. New Jersey ceramics, glass, metalware, furniture, textiles and similar objects with major aesthetic and/or historic value;
3. American ceramics, glass, metalware, furniture, textiles and similar objects with major aesthetic and/or historic value;
4. Similar objects from other cultures (for purposes of comparison).

(b) Objects added to the collection shall have two or more of the following attributes:

1. High aesthetic merit;
2. A particular or peculiar historic connection with the state, area or nation;
3. Exhibition, research or programming potential;
4. Represent the best of a particular craftsmen's work;
5. Be of a physical condition and size suitable for Museum storage and Museum climate.

15:5-14.2 Methods of acquisition

(a) The Museum may acquire objects for addition to the collection through exchange, purchase or gift and/or bequest. Gifts and bequests are accepted by the curator and Director subject to final approval by the Secretary of State.

(b) All gifts and bequests shall be accepted without conditions attached unless otherwise noted on the face of the official Gift Agreement Form.

(c) All gifts are tax deductible, subject to existing tax law. Appraisals are the responsibility of the donor.

15:5-14.3 Methods of deaccessioning

(a) Reasons for deaccession shall be presented in writing to the Director and must include one or more of the following justifications:

1. No longer needed in the collection due to the addition of a more useful example or one of better quality;
2. Deteriorating condition of the object;
3. Non-use in the Museum's research, exhibitions and educational programs;
4. New information about authorship/attribution;
5. Revision of Museum's collections policy;
6. Improved or expanded use in a sister institution.

(b) The Museum shall honor any legal restrictions applying to an object acquired for its collection, for example, conditions stipulated by donor.

(c) No accessioned object may be considered for disposal until five years after acquisition. The five year waiting period may be waived when an object poses a threat to the Museum's other collections (for example, it is decomposing or contaminated).

(d) Written notice of any planned disposal of accessioned objects will be submitted by the curator to the Director, who will present such notices to the Museum Advisory Council for review and recommendations and to the Secretary of State for approval. Upon approval by the Secretary, objects which have a monetary value will be offered at public sale or exchanged or traded.

(e) Deaccessioning by public sale shall be done as follows:

1. The public sale will follow an auction format and will be conducted by an auction house specializing in decorative arts objects. Selection of the auction house will be made by the Director of the Museum with recommendations from the curatorial staff.
2. If the donor of the object is living, he shall be notified at least 120 days prior to public sale. During this period the donor must cite the existence of any legal restriction preventing deaccessioning.
3. Public notice of a proposed sale of items from the Museum's collections shall be given at least 60 days prior to the sale date.
4. Written reports on all final sales will be presented to the Museum Advisory Council, Secretary of State and Governor for review.

(f) Deaccessioning by exchange or trade shall be done as follows:

1. If the donor of the object is living, he shall be notified at least 120 days prior to exchange/trade. During this period the donor must cite the existence of any legal restriction preventing deaccessioning. If any restriction is cited, the Museum Advisory Council shall review it and make a recommendation to the Director; the Secretary of State shall then rule on the validity.

2. Written market value appraisals shall be obtained from a disinterested third party for items both offered and considered for exchange/trade.

3. These appraisals will be presented to the Museum Advisory Council for review and recommendation and to the Director and Secretary of State for approval.

4. Funds from the sale shall accrue to the Museum for acquisitions within the collection area from which the sold items were drawn.

5. Written reports on all final exchanges/trades will be presented to the Museum Advisory Council, Secretary of State and Governor for review.

(g) An inventory list of objects with no monetary value but potential usefulness outside the Museum will be presented to the Museum Advisory Council for review and recommendation, and to the commissioner for unconditional deaccessioning approval. After approval is granted (and the donor has been offered first refusal), the objects shall be offered as gifts to other museums, schools, libraries or similar institutions. If no interested recipient can be found, they may be destroyed.

15:5-14.4 Documentation and record-keeping

(a) The Museum shall fully document any object acquired for its collections.

(b) All data associated with any acquired object shall be recorded in a manner to insure retrieval.

(c) The Museum shall maintain full descriptive documentation of any object deaccessioned along with records of the gift, sale, exchange or destruction of the object.

15:5-14.5 Security and maintenance

(a) The Museum's cultural history collections shall periodically be inspected by the curator to insure their security. The Director shall notify the Division of State Police should any security problems arise which might threaten the physical integrity of the Museum's collections.

(b) The Curator shall monitor the building's temperature and humidity to prevent possible damage from occurring to the collections. The Director shall notify the Division of Purchase and Property should any problems arise.

15:5-14.6 Conservation and preservation

The physical integrity of the cultural history collections shall be maintained through normal standards and procedures of conservation, storage and periodic inventory by staff.

15:5-14.7 Loans

(a) Objects from the Museum's collections may be loaned to other institutions for purposes of exhibition, education, and/or research with the approval of the curator and Director.

(b) Loans shall be made on the basis of security of the object and maximum public benefit from the collections.

(c) The Museum may charge a fee to other institutions to cover processing and documentation costs.

(d) All objects from the Museum's collections shall be insured upon leaving the Museum.

(b) Short term exhibitions in cultural history shall be planned, executed and maintained by the curator with the approval of the Director.

1. No limits shall be established on the thematic content of short-term installations to allow flexibility in presenting current exhibitions of maximum interest, though the focus is clearly on New Jersey.

2. The Museum shall attempt to offer an overall balance of periods, materials and makers.

3. The exhibitions may consist of objects borrowed from other institutions, individuals and/or objects from the Museum's collections.

(c) Traveling exhibitions in cultural history shall be planned and executed by the Cultural History Bureau for circulation by the Educational Services Bureau. Traveling exhibitions are available on a limited time basis to provide for wider distribution and for protection of the objects. All traveling cultural history exhibitions/objects shall be insured for the length of the loan. Coverage may be carried by the Museum or the borrower by prior agreement.

SUBCHAPTER 15. CULTURAL HISTORY BUREAU: EXHIBITIONS

15:5-15.1 Loans from other institutions

The Cultural History Bureau may borrow objects from other institutions and/or individuals for exhibition and/or research purposes. It is the responsibility of the curator to review and select appropriate items, and to document the items with a Loan Agreement Form (see N.J.A.C. 15:5-12.1) to be filled out by the lending institution. Incoming objects are insured by the Museum at owner's appraisal value or are covered under lenders policy (State pays premium).

15:5-15.2 Kinds of exhibitions

(a) The Cultural History Bureau shall conduct a permanent collections/exhibition program. Any works on paper or textiles shall only be exhibited periodically due to their relatively short life-span according to conservation considerations.

SUBCHAPTER 16. CULTURAL HISTORY BUREAU: INTERPRETATION

15:5-16.1 Publications

Brochures, pamphlets and catalogues which document cultural history exhibitions shall be prepared for publication, within budgetary and time limits, under the supervision of the curator and with the approval of the Director. A fee may be charged to cover the costs of such publications.

15:5-16.2 Programs by reservation

Interpretive programs, including lectures and gallery walks in cultural history shall be planned and delivered under the supervision of the curator in coordination with the Curator of Educational Services and with the approval of the Director.

15:5-16.3 Additional services

Off-site cultural history lectures and other interpretive programs shall be made available within staff and time constraints with approval of the curator and notification to the Director.