

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. Statewide organizations with primary goals and objectives of an educational, cultural or academic character.
3. Other municipal, county and federal agencies when their programs/meetings relate to statewide concerns.

(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. Admission to non-Museum programs cannot be charged and there can be no merchandising of any sort.

(c) 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 must be in writing, describing the nature of the meeting and anticipated attendance.

(d) 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.

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;
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;