

Title 25
CULTURAL RESOURCES
Part III. Office of State Museums

Chapter 1. Public Access

§101. Definitions

A. As used in this Part, unless the content clearly provides otherwise, the following terms shall be defined as follows.

Assistant Secretary—the assistant secretary of the Office of the State Museum.

Board—the Board of Directors of the Louisiana State Museum.

DCRT or Department—the Department of Culture, Recreation and Tourism.

Demonstration Collection—objects are considered to be expendable and may be used by staff and patrons in the interpretive programs of the OSM.

Louisiana State Museum—a statewide complex of facilities under the management and supervision of the office of the state museum, an agency in the Department of Culture, Recreation and Tourism.

Museum—a single building that is open to the general public within the Louisiana State Museum.

OSM or Agency—Office of the State Museum.

Permanent Collection—objects relate directly to the mission of OSM and support its primary goals. These objects are subject to the highest levels of documentation and care.

Study Collection—objects supplement the permanent collection and are maintained in order to support the research and educational functions of the OSM. Included is material that is duplicative or of lesser quality, significance, interest or use than the permanent collection.

AUTHORITY NOTE: Promulgated in accordance with R.S. 25:341 et seq., and R.S. 36:204(A)(3).

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation, and Tourism, Office of the State Museum, LR 43:1520 (August 2017).

§103. Hours of Operation
[Formerly §101]

A. Each museum will be open to the public in accordance with a published schedule established by the agency.

B. The agency is authorized to close museums or sections of museums as necessary.

C. As designated by the agency, there are buildings and sections of buildings under the jurisdiction of the agency that

are not open to the general public due to the nature of the building or the nature of the use (e.g., security, collections management and storage, residential use, utilities, office, commercial tenants, etc.).

D. The agency is authorized to open museums on official state holidays provided that affected employees are compensated in accordance with applicable laws and Civil Service rules.

E. Due to staffing and other operational concerns, the agency may turn away a group that has not reserved its visit in advance.

AUTHORITY NOTE: Promulgated in accordance with R.S. 25:342-348.

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation, and Tourism, Office of the State Museum, LR 11:684 (July 1985), amended LR 43:1520 (August 2017).

§105. Admission Fees

A. Minimum Admission Fees

Building	Location	Standard	Student (7-17), Senior (62+), Active Military	6 Years of Age and Under
Cabildo with Arsenal	New Orleans	\$6	\$5	Free
Presbytere	New Orleans	\$6	\$5	Free
Old U.S. Mint	New Orleans	\$6	\$5	Free
Capitol Park Museum	Baton Rouge	\$6	\$5	Free
1850 House	New Orleans	\$3	\$2	Free
Madame John's Legacy	New Orleans	\$3	\$2	Free
Wedell-Williams Aviation and Cypress Sawmill Museum	Patterson	\$3	\$2	Free
Louisiana Sports Hall of Fame and Northwest Louisiana History Museum	Natchitoches	\$3	\$2	Free
E.D. White Historic House	Thibodaux	Free	Free	Free

B. Minimum admission fees do not include applicable taxes, processing fees, and charges for special exhibitions, programs, guided tours, and events.

C. Discounts and Promotional Rates

1. Groups. A 20 percent discount is available for groups of 15 or more visitors who are old enough to require an admission fee and who purchase the admission or arrange the visit with agency in advance.

2. Student Groups. Student groups are admitted to museums free of charge, if:

a. the student group has reserved its visit at least 48 hours in advance of its arrival;

b. the student group is affiliated with a recognized public or private school system or recognized home school organization; and

c. the student group includes at least 1 chaperone per every 10 students as a minimum. Chaperones will be admitted free, up to 1 per every 5 students. Additional chaperones may be required to pay the admission fee.

3. Annual Pass

a. An annual pass, which entitles the bearer to admission to all museums that are open to the public, is \$40 per year.

b. The annual pass is valid for one year from the date of issuance.

c. The annual pass is not transferable.

4. Special Promotions

a. The OSM may, through the assistant secretary, enter into an agreement or promotion that discounts or waives admission fees on a defined basis for the purpose of promoting visitation, public support and mission-related activities of the department.

b. A special promotion may include, but is not limited to:

i. free admission for museum support organizations;

ii. promotional coupons such as buy-one-get-one free;

iii. discounts for recurring group visits;

iv. free admission with other museum activity attendance;

v. promotional free days in conjunction with special events, anniversaries, festivals and the like.

c. A special promotion must promote the mission of the OSM or an affiliated entity and must not conflict with any applicable law or regulation.

d. Special promotions will be tracked and evaluated for achievement of the intended purpose. Special promotions will be reviewed and reauthorized annually.

5. Combination Admission. The OSM may agree to participate in programs that entitle a visitor to discounted admission to multiple museums or other attractions, including those that are not a part of the Louisiana State Museum.

D. All fees provided in this section may be adjusted to provide a single, tax and fee-inclusive price for the visitor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 25:341 et seq., and R.S. 36:204(A)(3).

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation and Tourism, Office of the State Museum, LR 12:89 (February 1986), amended LR 13:82 (February 1987), LR 20:784 (July 1994), LR 24:2235 (December 1998), LR 30:1057 (May 2005), LR 43:1520 (August 2017).

§107. Building Use Policy for Events
[Formerly §103]

A. The Louisiana State Museum is an historical, cultural, and educational institution whose primary purpose shall be to collect, preserve, and present, as an educational resource, objects of art, documents, artifacts, and the like that reflect the history, art, and culture of Louisiana.

B. Use of the Louisiana State Museum facilities for functions and events may be permitted only insofar as such use does not compromise or put at risk the mission, accreditation, or integrity of the Louisiana State Museum and its collections and such use comports with applicable law and the regulations set forth herein.

C. Certain buildings and spaces within buildings in the Louisiana State Museum may be designated as being unavailable for functions and events.

D. The agency is authorized to determine whether the proposed use, user, and museum or space within a museum meet the eligibility criteria for the agency's building rental policy for events and whether the request complies with the procedures and requirements set forth in this chapter and applicable laws.

E. Procedure

1. Eligible Users. Requests for the use of a Louisiana State Museum building or space thereof for an event or function will be considered from:

a. nonprofit organizations with purposes similar to the educational and historical museum purposes of the agency;

b. governmental agencies for governmental purposes or events;

c. groups, persons, or companies whose proposed use is, in the opinion of the assistant secretary, not in conflict with the purposes of the agency.

2. Eligible Use. Requests will be considered from eligible organizations, agencies, groups, persons, and companies only for use that does not compromise or put at risk the mission, accreditation, or integrity of the Louisiana State Museum and its collections. Such use generally falls into one of two types of events or functions:

a. receptions and sit-down meals, which must occur when the museum is closed to the public; or

b. business meetings and lectures, which may occur when the museum is open to the public.

3. Capacity. Requests shall state the reasonably anticipated attendance at the event, which attendance shall not exceed the maximum building capacity of the museum as established by the fire marshal.

4. All requests must be submitted in writing (at least 30 days prior to the date of the event is preferred) to allow for proper planning, coordination, and completion of all required paperwork, including but not limited to the required written event agreement.

5. The agency may deny an application if:

- a. the applicant does not meet the eligibility criteria;
- b. the applicant has requested to use a museum or space within a museum that is unavailable for use as a venue for an event or function;
- c. the proposed use exceeds the capacity of the museum or space within the museum;
- d. the proposed use may put the museum, its collections, or accreditation at risk;
- e. the agency does not have sufficient staff or resources to support the proposed use;
- f. the application is incomplete or is not submitted timely;
- g. the proposed use will interfere with the exhibitions or other programs or activities of the museum;
- h. the event agreement is not executed timely; or
- i. the applicant fails to remit the deposit or other amounts when due and payable, fails to present certificates of insurance if required, or otherwise fails to comply with the terms of the event agreement.

F. Terms of Use—Event Agreement

1. The terms of use for the event will be established fully in a written agreement between the agency and the host or a legally authorized representative of the host. The event agreement should be completed and executed by both parties at least 30 days prior to the date of the use.

2. The event agreement is specific to the building and the approved use. Terms shall include, but are not limited to:

- a. the agency will not remove collections or exhibition items to accommodate the event;
- b. smoking and open flames are prohibited;
- c. the host is responsible for choosing and making its own arrangements with caterers and vendors. However, the agency reserves the right to reject caterers and vendors that do not comply with the agency's instructions;
- d. the host is responsible for its own parking arrangements staff, contractors, or guests;
- e. the host is responsible for arrangements for tables, chairs, audio-visual and other equipment, which must be approved in advance by the agency. At some museums, such equipment may be available at an additional charge;
- f. the host shall designate an authorized representative to be present for the entire duration of the use. The representative must have decision-making authority to act on behalf of the host. The representative will be responsible for all coordination with the agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 25:341 et seq., and R.S. 36:204(A)(3).

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation and Tourism, Office of State Museums, LR

11:683 (July 1985), amended LR 13:83 (February 1987), LR 16:295 (April 1990), LR 20:783 (July 1994), LR 24:2233 (December 1998), LR 31:1055 (May 2005), LR 43:1521 (August 2017).

§109. Building Use Agreement and Charges for Events [Formerly §103]

A. Event Rental Fees and Costs. The written event agreement will designate the authorized museum space and time for the approved use and shall specify applicable costs and fees. The event fees include:

1. a base service charge, which is established based on the agency's cost of standard security, custodial, utilities, and administrative support required to service previous functions of a similar size and type;

2. a donation, which is a gift to a designated fund in the Louisiana Museum Foundation or another OSM-designated nonprofit organization whose primary purpose is to support the mission of the OSM, which fund is designated for OSM use for endowment, education, exhibits, acquisition, publications, conservation and building function support purposes;

3. additional charges based on the nature of the requested use and/or additional requirements as agreed upon. Such additional charges will be included in the written event agreement and may relate to fees and/or required donations;

4. additional charges for use that requires the closing of any portion of the museum prior to its normal closing time in the amount of \$250 per hour plus applicable fees and donation for the period closed during public hours;

5. additional charges imposed if, after the completion of the event, actual use exceeded the authorized use; e.g., the actual number of persons in attendance exceeded the planned number or the time and space used were greater than planned;

6. additional charges imposed if, after the completion of the event, there are any repairs necessary to the museum building, grounds, collections, property, or exhibitions that are the result of the use;

7. additional charges will be in addition to all other charges and fees and will be payable by the host to the OSM immediately upon notification.

B. A deposit of not less than 50 percent of the total indicated in the written agreement will be paid by the host to the OSM at least 30 days prior to the date of the use. The balance and any additional charges required will be payable upon billing by the OSM, at the time of or following the use.

AUTHORITY NOTE: Promulgated in accordance with R.S. 25:341 et seq., and R.S. 36:204(A)(3).

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation and Tourism, Office of the State Museums, LR 11:683 (July 1985), amended LR 13:83 (February 1987), LR 16:295 (April 1990), LR 20:783 (July 1994), LR 24:2233 (December 1998), LR 31:1055 (May 2005), LR 43:1522 (August 2017).

**§111. Building Use Fee Schedule for Events
[Formerly §103]**

A. Base Service Charge Fees—All Buildings

1. Business meetings and lectures

a. In New Orleans and Baton Rouge, maximum 200 persons.

Guests	First Hour	Each Additional Hour
1-100	\$500	\$150
101-200	\$750	\$200

b. In Natchitoches, Patterson and Thibodaux, maximum 200 persons.

Guests	First Hour	Each Additional Hour
1-100	\$200	\$100
101-200	\$250	\$150

c. An additional cleaning and repair fee of \$200 during public hours and \$300 during non-public hours will be charged for costs involved in preparation and post-function requirements.

2. Receptions and Similar Functions. Minimum requirement will be one hour plus set-up and cleaning.

a. In New Orleans and Baton Rouge

Guests	First Hour	Each Additional Hour
1-200	\$700	\$200
201-300	\$800	\$250
301-500	\$900	\$300
501+	\$1,000	\$350

b. In Natchitoches, Patterson and Thibodaux

Guests	First Hour	Each Additional Hour
1-200	\$200	\$150
201-300	\$250	\$200
301+	\$300	\$250

c. An additional cleaning repair fee of \$300 will be charged for costs involved in preparation and post-function responsibilities.

3. Sit-Down Meals. Seated meals with wait staff will be charged an additional \$200 per hour.

a. An additional cleaning repair fee of \$500 will be charged for costs involved in preparation and post-function requirements.

b. All sit-down dinners must be catered to include waiters serving dinners to each table. The ratio of waiters to diners must be at least 1 to 10.

B. The agency may only waive the base service charge fees for use by the agency, department, or use by an entity that is cooperating with the agency on an endeavor that fulfills a public purpose that comports with the agency's purposes.

C. Donation. Donations will be in accordance with the following schedule.

Location	Building	Rate (per hr.)
Baton Rouge	Museum	\$1,000
New Orleans	Cabildo	\$1,000
New Orleans	Presbytere	\$1,000
New Orleans	Old U.S. Mint	\$1,000
New Orleans	Arsenal	\$500
New Orleans	Mme. John's Legacy	\$500
Patterson	Museum	\$200
Natchitoches	Museum	\$350
Thibodaux	Historical Site with Grounds	\$200

NOTE: Time will be rounded to the next quarter hour for determination of donation requirements.

D. The agency may only waive all or part of the donation portion when he determines that to do so would be in the best interest of the OSM.

AUTHORITY NOTE: Promulgated in accordance with R.S. 25:341 et seq., and R.S. 36:204(A)(3).

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation and Tourism, Office of the State Museums, LR 11:683 (July 1985), amended LR 13:83 (February 1987), LR 16:295 (April 1990), LR 20:783 (July 1994), LR 24:2233 (December 1998), LR 31:1055 (May 2005), LR 43:1522 (August 2017).

**Chapter 3. Accessions, Deaccessions
and Loan Policy**

§301. Accessions Procedures

A. The board of directors of the Louisiana State Museum, acting under R.S. 36:201 is responsible for the acquisition, deaccessioning and loans of materials that are part of the museum collections.

1. The Louisiana State Museum maintains an accessions collection and an education collection.

a. Accessions collection will be only those collections related directly to the museum's stated purpose, subject to the concerns and protection of collections care regulated by policy and law. Materials placed in the accessions collection become part of the permanent collection.

b. Education collections supplement the primary collections goal of the museum, support the research and educational functions of the museum but do not become part of the permanent collection.

2. Donors must be apprised in which category the artifact is to be classified and the terms and conditions of that category before transfer of title.

3. Proffered objects will be examined and evaluated as to condition, pertinency and/or duplication to the collection and the ability to provide proper storage and conservation of the object. Outside expert opinion may be secured as necessary. The museum professional staff will make a recommendation to the museum director who will make a recommendation to the accessions committee. The recommendation may be to reject the object, determine it appropriate for the education collection, or recommend that the object be accepted into the accessions collection.

4. The accessions committee meets on an established schedule. The committee receives recommendations, examines and evaluates objects and makes recommendations to the board of directors of the Louisiana State Museum.

5. The board of directors receives the committee recommendations and determines acceptance or rejection of the object.

6. If approved by the board of directors, the donor is issued a permanent receipt and the object is accessioned into the accessions collection. If not approved, the object is returned to the owner.

7. All donations to the Louisiana State Museum are considered outright, unconditional gifts to the people of Louisiana, unless otherwise determined by the board of directors at the time of accessioning.

8. The Louisiana State Museum staff will not appraise donations.

B. This rule will void any prior rule on the museum's accessions procedure.

AUTHORITY NOTE: Promulgated in accordance with R.S. 9:2341-2347.

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation and Tourism, Office of State Museum, LR 11:684 (July 1985), amended LR 17:874 (September 1991).

§303. Deaccession of Museum Collection Items

A. The Louisiana State Museum must be able to protect and improve the quality of its collections through the exchange, transfer or disposal of artifacts. Deaccessioning is the process of permanently removing accessioned artifacts from the museum collections.

B. Artifacts in the museum's collections will be deaccessioned only if they have lost their physical integrity, usefulness, authenticity, or relationship to the museum's purposes.

C. Museum artifacts are state property and will be disposed of in compliance with appropriate state regulations and established museum collections policy.

D. No object may be deaccessioned less than two years after its acquisition by the museum.

E. Procedure

1. Proposals to deaccession collection materials shall be made by the museum professional staff to the museum director who will make a recommendation to the accessions committee.

2. The accessions committee receives recommendations, evaluates the proposal and makes a recommendation to the board of directors of the Louisiana State Museum.

3. The board of directors shall accept or reject the recommendation of the accessions committee. Acceptance of the recommendation to deaccession will require a majority vote of those board members voting.

F. Deaccessioned objects shall be disposed of by one or more of the following methods, in accordance with all state and federal regulations:

1. exchanging, exclusively with non-profit institutions, for objects of equal or greater monetary or historical value;

2. transfer to a non-profit institution or state agency;

3. the sale of objects only through competitive means where the museum's identity may or may not remain anonymous;

4. destruction of deaccessioned objects which are of a hazardous nature or in a state of deterioration beyond redemption;

5. transferral of the object to the museum's educational collection.

G. Deaccessioned objects shall not be non-competitively transferred by any means to Louisiana State Museum employees, volunteers, members of the museum board, members of a museum support organization or other affiliated associations, their families or representatives.

H. However, anyone may participate in an approved public sale which complies with established museum collections policy and current museum ethics as published by the American Association of Museums.

I. This rule will void any prior rule on deaccession of museum collections items.

AUTHORITY NOTE: Promulgated in accordance with R.S. 25:345 and R.S. 9:2341-2347.

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation and Tourism, Office of State Museum, LR 11:684 (July 1985), amended LR 12:89 (February 1986), LR 17:875 (September 1991).

§305. Loan Policy

A. The Louisiana State Museum transacts both outgoing and incoming loans.

1. **Outgoing Loans.** The Louisiana State Museum Board will lend objects from the collections of the Louisiana State Museum to public and private organizations. Such loans must be for specified public purposes and for a specified period not to exceed three years, which may be renewed by the board. All loan requests will be submitted through the museum director to the accessions committee of the board of directors of the Louisiana State Museum which will review the condition of the objects requested, the exhibition and research needs of the Louisiana State Museum, the purposes for which the objects are being requested, the professional standards and capabilities of the borrowing organization, and the ability of the borrowing organization to properly care for the objects requested. All requests for loans must be made in writing and signed by the legal authority responsible for the organization making the request. The board reserves the right to decline loans when, in its judgment, the loan would not be in the best interest of the objects requested, or the museum. All loans must be

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insured by the borrower at a value established by the museum and a certificate of insurance provided to the museum prior to transfer.

a. **Care and Preservation.** The borrower must demonstrate understanding of appropriate environment, exhibition and security standards for the requested loan object. The loan objects shall not be cleaned, repaired, retouched or altered in any way without written permission from the Louisiana State Museum. The Louisiana State Museum must be notified immediately if the loan object is damaged or stolen. Museum artifacts on loan may not be lent to a third party or moved to another location without authorization from the museum. The completed loan agreement must be signed by the borrower or his representative. If the borrower removes the loan object from exhibit prior to the expiration of the loan period, the object will be immediately returned to the Louisiana State Museum.

b. **Transportation and Packing.** Items to be loaned shall be prepared for transport as determined appropriate by the museum registrar. The object(s) shall be returned to the museum in the same manner unless otherwise stipulated upon by both parties.

c. **Expenses.** All expenses incurred in connection with a loan will be borne by the borrower unless otherwise agreed upon by both parties.

d. **Publicity and Photography.** Permission for the reproduction (including photo reproduction) of the borrowed works for any purpose must be obtained from the museum. Each borrowed artifact must be credited to the Louisiana State Museum according to the credit line as provided. The borrower will give the museum two copies of any catalogue or publication associated with the exhibition or educational program.

e. **Loans to State Officials.** The Louisiana State Museum Board will consider requests for loans of materials from the state museum collection to the governor's offices in the State Capitol, the governor's mansion, and other official offices of the governor. The Louisiana State Museum Board will also consider loans to the official offices of the following public officials: statewide elected officials; President of the Senate; Speaker of the House; Secretary of the Department of Culture, Recreation and Tourism; Chief Justice of the Supreme Court of Louisiana. All such loans must meet the following criteria.

i. Requests for loans must be made in writing to the director specifying the materials requested. All requests must be signed by the elected or appointed official for whose office the request is made.

ii. The museum board will consider only requests for loans to be placed in public offices which are located in public buildings.

iii. Loans will be made of only those materials that are not on exhibition or that are not utilized for research or scheduled exhibitions.

iv. Loans will be made of only those materials that are in sound physical condition.

v. All loans must meet the requirements specified in the museum's regular loan agreement policy and will be for a period of one year. Such loans may be renewed for 12-month periods, but not to exceed the term of office of the elected or appointed official.

vi. In determining a loan request, the state museum board will consider the safety and conservation of the requested objects and may deny a request for reasons of security or conservation.

vii. All loan materials will be considered available for recall by the Louisiana State Museum for purposes of exhibition, conservation, and research.

viii. The Louisiana State Museum will inspect loan materials annually and may, at its discretion, recall a loan item or replace a loan item with another item from the museum's collection.

ix. All loans except those to the governor's offices and mansion must be insured by the borrower at a value established by the Louisiana State Museum Board. The museum must be presented with a Certificate of Insurance before physical transfer is made to the borrower.

x. The status of all loans made under this policy will be reported to the Louisiana State Museum Board annually.

xi. All expenses for framing, matting, or other incidental expenses related to loans, except for those loans to the governor's offices and to the governor's mansion, will be the responsibility of the borrowing elected or appointed official.

xii. All preparation, framing, matting, packaging and handling will be under the exclusive supervision and control of the Louisiana State Museum. Materials are released to the borrowing elected or appointed official upon satisfactory completion of loan forms and receipt by the Louisiana State Museum of a Certificate of Insurance for loan materials (except for those materials in the governor's offices and the governor's mansion), at values established by the Louisiana State Museum.

2. Incoming Loans

a. The Louisiana State Museum Board may borrow material for exhibition and other special purposes such as research or public presentation for a specified period of time not to exceed three years, subject to renewal.

b. The museum board will make a determination of loans on an individual basis and may apply conditions to the loan.

c. The following requirements will apply to all loans to the Louisiana State Museum.

i. Care and Handling

(a). Objects loaned to the museum will receive the same degree of care given to objects owned by the

museum. (If possible, objects will be photographed upon receipt.) The condition of the loan objects will be established in writing prior to the loan. Evidence of damage to objects at the time of receipt or while in the museum's custody will be reported immediately to the lender. No alteration, restoration or repair to objects will be undertaken without the written authorization of the lender. The Louisiana State Museum will not be responsible for natural deterioration or damage accrued by Acts of God for items on loan. The loan agreement will be signed by both parties.

(b). Costs of transportation and packing will be borne by the museum unless otherwise stated. The method of shipment must be agreed upon by both parties.

ii. Insurance. The museum will insure the loaned items under its blanket fine arts policy subject to the standard exclusions for a fair and reasonable amount specified on the face of the loan agreement while in transit and on location during the period of the loan. The lender agrees that, in the event of loss or damage, recovery shall be limited to such amount as may be paid by the insurer, thereby releasing the museum from liability for all claims arising out of such loss or damage.

iii. Publicity and Photography. The museum will comply with the lender's policy regarding the photographing and copying of objects on loan. Publicity and exhibition labels will credit lenders according to the agreement.

iv. Return of Loans

(a). Unless renewed, loans will be returned to the lender within 30 days of the expiration of the loan period. The museum will not be responsible for the conservation or restoration of loan materials unless in agreement with the lender.

(b). Failure by the lender to withdraw or retrieve a loan at the agreed time will require the museum to initiate procedures regarding abandoned property as specified in R.S. 25:345 (C).

(i). Any property which has been deposited with the Louisiana State Museum, by loan or otherwise, and which has been held by the museum for more than 10 years, and to which no person has made claim, shall be deemed to be abandoned and, notwithstanding the provisions of Chapter 1 or Title XII of Book III of the Louisiana Civil Code, shall become the property of the museum, provided that the museum has complied with the following provisions.

(ii). At least once a week for two consecutive weeks, the state museum shall publish in at least one newspaper of general circulation in the parish in which the particular museum facility is located a notice and listing of the property. The notice shall contain:

[a]. the name and last known address, if any, of the known owner or depositor of the property;

[b]. a description of the property; and

[c]. a statement that if proof of claim is not presented by the owner to the museum and if the owner's

right to receive such property is not established to the satisfaction of the museum within 65 days from the date of the second published notice, the property will be deemed to be abandoned and shall become the property of the state museum.

(iii). If no valid claim has been made to the property within 65 days from the date of the second published notice, title to the property shall vest in the state museum free from all claims of the owner and all persons claiming through or under him.

AUTHORITY NOTE: Promulgated in accordance with R.S. 36:201.

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation and Tourism, Office of State Museum, LR 11:518 (May 1985), amended LR 17:875 (September 1991).

Chapter 5. Small Museum Matching Grant Program in the State Museum

§501. Policy for Administration of the Program

A. A small museum matching grant program was established within the Louisiana State Museum by Section 15 of Act 19, the General Appropriations Act of 1998, Regular Session.

B. This program is limited annually to only those funds appropriated by the legislature within the state museum budget which are specifically included for this grant program and are so designated for that purpose.

AUTHORITY NOTE: Promulgated in accordance with R.S. 25:342.

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation and Tourism, Office of State Museum, LR 25:236 (February 1999).

§503. Eligibility Requirements

A. Small museums throughout the state of Louisiana may apply for a grant based on a one-to-one match in accordance with the guidelines below.

1. Eligibility is restricted to museums with documented total annual operating budgets of less than \$100,000 from all sources of income.

2. Eligible museums must be open to the public a minimum of 20 hours per week, have a permanent staff operating the museum, and have collections and/or offer exhibitions that pertain to Louisiana culture, heritage and history.

3. Grants will be limited to not more than \$40,000 per museum per year.

4. Each recipient must match the grant from the state on a one-to-one basis, although documented and measurable in-kind services may be substituted for cash.

5. Such grants may not be used for operating support but are limited to care of collections, educational programs, or exhibits.

6. No museum may be eligible for an additional grant until all reporting/accounting and other requirements for a

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previous state grant have been successfully completed and submitted.

7. Only one grant per parish may be awarded annually through this program.

8. State-operated museums are not eligible for this program.

AUTHORITY NOTE: Promulgated in accordance with R.S. 25:342.

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation and Tourism, Office of State Museum, LR 25:236 (February 1999).

§505. General Guidelines

A. The program year will be the state's fiscal year for the purposes of appropriations by the legislature for the program.

B. Small museums receiving grants will have one year from the date of the award to complete their program and submit a final report.

C. Grant recipients must comply with all state laws, rules and requirements for expenditure of state-provided funds.

D. The initial application will fully describe the program, its objectives, performance indicators to measure the success of the program, and a complete breakdown of the funds required, how they are to be used, and the one-to-one match in cash or in-kind services. The application must show how the program relates to care of collections, educational

programs, and/or exhibitions, and explain the benefits to the people of Louisiana.

E. Each grant recipient will submit quarterly reports which outline their compliance with the program as submitted and to applicable state laws, rules and requirements regarding accountability of state funds.

F. Each program must be completed within one year of the date of the grant award. A final report will be submitted to the Department of Culture, Recreation and Tourism, Office of Management and Finance, citing program success as measured against the initial performance indicator projections. A copy of all reports must be provided to the state museum.

G. Museums failing to comply with these grant guidelines will be ineligible for additional grants.

H. The State Museum Statewide Curator will visit with and assist each grant recipient during their grant cycle.

I. The Department of Culture, Recreation and Tourism, Office of Management and Finance shall have oversight responsibility to ensure fiscal reliability and that all guidelines and state requirements are met.

AUTHORITY NOTE: Promulgated in accordance with R.S. 25:342.

HISTORICAL NOTE: Promulgated by the Department of Culture, Recreation and Tourism, Office of State Museum, LR 25:237 (February 1999).