

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #28

SUBJECT: HISTORICAL COLLECTIONS MANAGEMENT

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: JUNE 28, 1983; REVISED OCTOBER 12, 1983; REVISED
SEPTEMBER 27, 1984; REVISED JUNE 29, 1988;
REVISED JUNE 29, 1992

REVISION DATE: **JULY 1, 2003**

This memorandum supercedes and cancels all previous information included in PPM
#28
originally issued June 28, 1983, entitled Acquiring Museum Objects by Loans and
Donations". The current PPM is to be replaced in its entirety by this revised issue.


Assistant Secretary

This is revision No. 5 to this PPM with an original effective date of June 28, 1983.

IMPORTANT:

Insert this revision notice in PPM file preceding all other information on this subject to
maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 28

SUBJECT: HISTORICAL COLLECTIONS MANAGEMENT
TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS
EFFECTIVE DATE: June 28, 1983

POLICY

A museum is, according to Webster's Seventh New Collegiate Dictionary, "an institution devoted to the procurement, care, and display of objects of lasting interest or value; also a place where objects are exhibited." From the definition adopted as a basis for accreditation by the American Association of Museums, the Federal Government, in the Museum and Library Services Act, defines a museum as "an organized and permanent non-profit institution, essentially educational or aesthetic in purpose, with a professional staff, which owns and utilizes tangible objects, cares for them, and exhibits them to the public on some regular schedule." This reveals the underlying nature of museums, but each museum by itself is much more. Each is a reflection of the people involved in its existence: those who provide for it, those who use it, and certainly those who operate or manage it. Museum work can be exciting, interesting, and rewarding as much as it is complex, demanding, and a commitment to public service.

One of the goals put forth in the Louisiana Office of State Parks Mission Statement is "to serve the people of Louisiana and their visitors by preserving, protecting, and portraying historic and scientific sites of statewide importance." As an integral part of this mission, the Louisiana Office of State Parks is, in part, custodian of the state's heritage. In a real sense, all State Parks museums hold their collections in trust. The public may rightly judge the Office of State Parks by the way museum staff members select, preserve, and use the objects in their care. A museum is well managed if its objects are:

- chosen purposefully
- readily available for study
- properly preserved
- properly accessioned and inventoried
- used to their potential in the museum's program

These conditions can be viewed as the challenge for each of our museums.

Every museum, no matter what size, should have written policies and procedures and should maintain accurate records. It is also extremely important that each museum adopt its own philosophy, purpose, and goals which allow it to maintain a presence in the community as a cultural and educational center. The philosophy, purpose and goal of each museum should be reflected in the interpretive prospectus of each site, which is the Master Plan for interpretation at each site.

This Historical Collections Management Policy should be reviewed often to ensure that it incorporates the most acceptable "state of the art" curatorial techniques. The purpose of this policy is to provide basic guidelines for the effective management of museums within the jurisdiction of the Office of State Parks. Just as important, this policy will serve as a statement to the public of our museums' professional standards.

I. INTRODUCTION

A. Statement of Purpose

The Louisiana Office of State Parks collects, exhibits, preserves,

interprets, and makes available to the public historical objects, documents, books, pictorial materials, animals, and natural history specimens that relate to state historic sites, state preservation areas, and state parks. Collecting interest focuses upon Louisiana's social, political, military, economic, physical, cultural, and environmental development from prehistoric times to the present day. The collections are exhibited and maintained in museums, historic buildings, visitor's centers, and other structures. The collections are used to advance the understanding of and encourage appreciation for the customs, traditions, attitudes, life styles, and creative processes of the peoples of Louisiana, as well as the state's physical environment, natural environment, flora, and fauna. This policy is promulgated pursuant to R. S. 56:1684 and R. S. 36:208.

B. Types of Sites

1. State historic sites. The purpose of a state historic site is to preserve an area of statewide historical, cultural, or memorial significance and to maintain a specific historical, cultural, or memorial theme (R. S. 56:1684).
2. State preservation areas. The purpose of a state preservation area is preservation of unique natural sites that have exceptional scenic, ecological, and biological values (R. S. 56:1684).
3. State parks. The purpose of a state park is to provide outdoor recreational activities in a natural setting and scenic environment (R. S. 56:1684).

C. Definitions

1. Accession refers to the addition of an object to the permanent collection, or the act of recording an object to the permanent collection.
2. Accession number refers to a control number, unique to an object, for identification purposes, not descriptive purposes.
3. Deaccession refers to the removal of an object from the permanent collection.
4. Historic item refers to a unique item that has an intrinsic value because of its relation to the site, and is not a reproduction.
5. Inventory refers to a complete list of items at a site, or in an area of a site.
6. Loan refers to the transfer of an object from an individual, company, etc., to the museum collection for the temporary use by the Office of State Parks. Loan also refers to the transfer of any object from the permanent collection to another museum, individual or exhibit. In both cases, the transfer does not involve a change of ownership.
7. Reproduction Interpretive item refers to an object that was manufactured to resemble an historic item for the purpose of interpreting an aspect of the history of a site.

D. Collection Criteria

1. Every item in these collections should relate specifically to a state historic site, state preservation area, or state park.
2. State historic sites - Each state historic site maintains a specific historical, cultural, or memorial theme. Collections for a state historic site should relate to that theme and the objectives of its interpretive program. These themes and objectives are outlined in each site's Interpretive Prospectus. This may be established on chronological, topical, or spatial basis. Collections may be used for research and/or interpretive programs.
3. State preservation areas - Collections should relate specifically to the environment preserved within the preservation area. They may be historical or natural and may be used for interpretive programs or research.
4. State parks - While collections management is not a primary function of state parks, historical and natural collections may originate on state parks and be used in interpretive programs on state parks, for research purposes, and as supporting information for land management decisions.

II. PERMANENT COLLECTION MANAGEMENT PROCEDURES

A. Purchase Procedures for items to be included in the Permanent Collection

1. Documentation of all objects considered for purchase shall be as complete as possible upon request for approval. Documentation of historic items should include history of title (ownership); date of manufacture or, at least, period of manufacture; description of the item, including size; condition of the item; and statement of how this item relates to the collection or why it should be added to it.
2. All accessions shall be made in conformance with applicable laws of the United States and the State of Louisiana, including but not limited to antiquities and endangered species acts.
3. Once an object, whether an historic item or a reproduction interpretive item, has been purchased, using normal Office of State Parks purchasing Policies and Procedures, it is to be added to the Permanent Collection within one week using the procedures for accessioning, cataloging, or inventorying listed below.

B. Donation Procedures for items to be included in the Permanent Collection - GENERAL

1. All donations are made to the Office of State Parks rather than individual facilities. The only exceptions to this general rule are donations by a friends group for an individual facility. Approval of donations will be made by the Assistant Secretary.
2. For any donation offered to the Office of State Parks, a site manager is responsible for evaluating the appropriateness or relevancy of each object to their site as determined by the Interpretive Prospectus. It is extremely important that objects

offered to the Office of State Parks only be accepted because they are truly needed and are relative to a site's interpretive theme.

3. A site manager may recommend the rejection of donations to his/her site but should forward all such offers to the administrative office for review and final evaluation. It could be that what is thought to be inappropriate for one site may actually be important or relevant to another, and this can best be determined at the administrative level.
4. If an offer of a donation is rejected by the Office of State Parks, a letter notifying the donor of this decision will be written by the Chief of Interpretive Services for the Assistant Secretary's signature.
5. It is not the policy or common practice of the Office of State Parks to accept cash donations. Cash donations to the Office of State Parks are to be discouraged. In lieu of cash donations, the Office of State Parks will consider and can accept donations of services, materials, equipment, museum items, furnishings, other movable objects, etc.
6. All donations shall be made in conformance with applicable laws of the United States and the State of Louisiana, including but not limited to antiquities and endangered species acts.
7. All donations and bequests shall be unconditional, if at all possible. Any conditions attached to a donation or bequest shall be weighed carefully in the approval process. The Office of State Parks will accept donations in the form of collections (two or more related pieces) only with the understanding that said collections may not necessarily be kept intact, but may be separated at the discretion of this agency. The Office of State Parks discourages donations based on any understanding that said gifts will be displayed permanently or in a specific way, or that they will be retained in a given location indefinitely.
8. Documentation of all objects considered for donation shall be as complete as possible upon request for approval of a donation or bequest. Documentation of historic items should include history of title (ownership); date of manufacture or, at least, period of manufacture; description of the item, including size; condition of the item; and statement of how this item relates to the collection or why it should be added to it.
9. No item may be physically moved to state property until the legal transfer of title is complete.
10. Appraisals for tax purposes are the responsibility of the donor. No staff member may make an appraisal for tax purposes for a donor. Staff members may recommend to donors other appraisers not employed by the Office of State Parks.
11. Potential donors must be informed of accession policies prior to the actual donation.

C. Donation Procedures for items to be included in the Permanent Collection
- SPECIFIC

1. Have donor carefully read all policies regarding donations from the permanent collection. Answer any questions the donor may have regarding this policy, forms or procedures.
2. Have donor determine the value of object(s) through the services of a competent appraiser. The donor must determine this value for his/her tax deduction purposes. The Office of State Parks will not take responsibility for this appraisal. If the donor refuses to assign a value to such objects, the Chief of Interpretive Services will determine the value of such objects for the purpose of obtaining in-house insurance coverage on them.
3. List object(s) to be donated, value of object(s) and source of the appraisal on Form K-1 or additional attached sheets as necessary.
4. Donor must sign Form K-1 and have it witnessed twice and notarized. (Article 1538 of the Louisiana Civil Code states that a donation of movables requires a form be executed. This article further states that such a donation will not be valid unless an act is passed before a notary public and two witnesses.) The donation will be evaluated and accepted on behalf of the Office of State Parks by the site manager, and the form signed as such by said manager.
5. Site manager, and/or curator where applicable, shall sign and return the donation form to the Chief of Interpretive Services for review and signature. The donation form will then be forwarded to the Assistant Secretary for review.
6. The donation must be approved by the Assistant Secretary and will not be in effect until he/she signs the donation form and has it witnessed twice and notarized by the attorney of the Department of Culture, Recreation and Tourism.
7. Once fully executed, the original donation forms will be housed in the administrative office and a copy will be sent to the site manager, the Chief of Interpretive Services, and the donor.
8. After receiving a fully executed copy of the donation agreement, the site manager can take physical possession of the donated object(s).

D. Historic Items and Reproduction Interpretive Items valued over \$250.00

Permanent records shall be kept for each object, or collection of objects, at each site, and will consist minimally of an accession record, catalog card, and condition record. One copy of these records shall remain with the site manager, and/or curator where applicable. Permanent records may be stored in a computer format, pre-approved by the Chief of Interpretive Services, as a backup to the hard copy permanent record. The Division of Interpretive Services will keep an inventory of all the permanent collections. This inventory, which shall be annually updated and is due to the Division of Interpretive Services each October 31, shall consist of the item's name, accession number, and value.

1. Accessioning Collections – The accession number is a control number, unique to an item, for identification only, not description. It

is part of the numbering system encompassing the permanent collection and records the transaction by which an item enters the permanent collection.

- a. The site manager, and/or the curator where applicable, will assign an accession number to each gift, bequest, or purchase when the item is added to the permanent collection.
- b. The accession number is based upon order of acceptance and consists of the year of accession and/or acquisition. The first number indicates the year the object is accessioned. The second number indicates in sequence the transaction by the the object(s) was formally received by the site. If, and only if, there are two or more objects in the transaction, then the third number is used to indicate the particular items in the transaction.

Example: 1992.8.4

1992	refers to the year of accession (acquisition)
.8	refers to the eighth acquisition of 1992
.4	reflects the fourth individual item (as part of a set, or collection) acquired in the eighth acquisition of the year 1992

An item that consists of more than one part will receive a single accession number which will be followed with letters indicating the specific parts.

Example: 2003.8a for a sugar bowl
2003.8b for sugar bowl cover

- c. Accession numbers will not be used on artifacts uncovered during archaeological investigations. Such items will be assigned a number by the Division of Archaeology, which is the custodian for all excavated artifacts. In most cases, a project archaeologist will handle the cataloging and labeling of such items, but on some occasions, State Parks personnel may do this work. In such instances, the cataloging standards and procedures established by the Division of Archaeology will be followed.
- d. Each item in the permanent collection that requires an accession number is to be labeled in the following manner utilizing the following general guidelines. Numbers should be unobtrusive yet clearly legible. Never obscure maker's marks, major design elements, or old inventory numbers by the placement of the accession number. These marks contribute to the item's history. Never scratch, etch, or engrave a number into any object. Remember that if the number cannot be easily read, it is useless. The following philosophy should be adhered to when choosing a material with which to label an item. The accession number is to be affixed to each item in a manner which is long lasting but which can be removed should this ever be desirable. The

application of an accession number should never permanently deface an object. The following philosophy should be adhered to when choosing the placement of an accession number. The number should be placed where it can be easily read but where it will not detract from the appearance of the item. The placement of the accession number on like items should be uniform. Major separable parts of the same object should be numbered.

- e. In parentheses following the accession number on the object, indicate the Property Control number of the site. This number is not part of the accession number, rather it is an identification number tying the accession number to a specific site. Each site's Property Control number can be obtained from property control or the Administrative Office. An example of the label on a specific item might read 1997.8.4 (35) if the Property Control number for the site were 35.
 - f. Labeling of all artifacts uncovered during archaeological investigations will follow the standards established by the Division of Archaeology.
2. Cataloging Collections – The site manager, and/or the curator where applicable, shall record all available information on an item on a catalog worksheet. The catalog worksheet should be filled out immediately after the item is received. In recording the object's class and name, the custodian should refer to the classification terms defined in and the object names listed in standard museum nomenclature. Once completed, the catalog worksheet is used to transfer information on the item to the permanent Accession Record (Form K-3), Catalog Card (Form K-4), and Condition Report (Form K-5).
- a. The custodian will record on the Catalog Card the location of each item, whether placed on display or in temporary storage, and will update this location information each time the item is moved.
3. Deaccessioning Collections – Deaccessioning objects from the permanent collection may be done for a variety of reasons. Following are a series of reasons for deaccessioning an object from the permanent collection: objects are not relevant to the purposes of any state historic site, state preservation area, or state park and do not meet the criteria for collections, the object's condition is such that little or no integrity remains, the objects or specimens are redundant and unnecessary for research or interpretive purposes, the objects are stolen, and they either cannot be recovered or are recovered in such a condition that little or no integrity remains. Following are the procedures for deaccessioning an item from the permanent collection. Methods of deaccessioning are listed preferentially as follows: Exchange or title transfer to another museum or institution with the proper facilities for research or exhibit; Return to the donor or the donor's heirs, if they wish the item back; Sale, at public auction, in accordance with Division of Administration procedures for surplusing property.

- a. Before items may be deaccessioned, title to them must be confirmed by the site manager. Any conditions which might affect deaccessioning must also be confirmed.
 - b. Final approval for deaccessioning is made by the Assistant Secretary. Requests for such action is made by the manager to the Chief of Interpretive Services, who forwards the request to the Assistant Secretary.
 - c. Documentation for deaccessioning must include title information, the reason for the request, a description of the item, its value, and its accession number.
 - d. The site manager, or curator, submits through the proper channels a written recommendation for deaccession of the item along with a copy of Form K-6.
 - e. The request is reviewed by the Chief of Interpretive Services, who determines the appropriate method of disposal. The Chief of Interpretive Services then makes a recommendation to the Assistant Secretary.
 - f. If deaccession is approved, the signatures of the Chief of Interpretive Services and the Assistant Secretary are obtained on Form K-6.
 - g. The site manager, and/or curator, is notified in writing of the method chosen for disposal and of what steps to take in making the disposal.
 - h. Once the deaccession process is completed, the original deaccession record will be housed in the administrative office and copies will be housed with the site manager and the Chief of Interpretive Services. At this point the accession record can be removed from the site's inventory, and the item can be physically removed.
 - i. For one year, the object removed is to be listed on the site's inventory as "deaccessioned", with the date of deaccession, and in the following year the object will no longer appear on the site's annual inventory.
- E. Reproduction Interpretive Items valued under \$250.00 – Reproduction Interpretive Items which are valued at less than \$250.00 are required to be listed on each site's annual inventory, due to the Chief of Interpretive Services annually on October 31. Although these items do not require an accession number, they are to be listed in the site's inventory with a short description.

III. TEMPORARY COLLECTION MANAGEMENT PROCEDURES

A. General Procedures

- 1. All loans are made to the Office of State Parks rather than individual facilities. Approval of all loans will be made by the Assistant Secretary.

2. For any loan object offered to the Office of State Parks, a site manager is responsible for evaluating the appropriateness or relevancy of each object to their site as determined by the Interpretive Prospectus. It is extremely important that objects offered on loan to the Office of State Parks only be accepted because they are truly needed and are relative to a site's interpretive theme.
 3. A site manager may recommend the rejection of loans to his/her site but should forward all such offers to the administrative office for review and final evaluation. It could be that what is thought to be inappropriate for one site may actually be important or relevant to another, and this can best be determined at the administrative level.
 4. If an offer of a loan is rejected by the Office of State Parks, a letter notifying the lender of this decision will be written by the Chief of Interpretive Services for the Assistant Secretary's signature.
 5. All loans shall be made in conformance with applicable laws of the United States and the State of Louisiana, including but not limited to antiquities and endangered species acts.
 6. All loans shall be unconditional, if at all possible. Any conditions attached to a loan shall be weighed carefully in the approval process.
 7. Items loaned to the Office of State Parks will be insured by the state against loss or damage.
 8. The Office of State Parks cannot be responsible for the conservation or restoration of items on loan.
 9. A situation may arise on rare occasions when a person or persons lay claim to a loan item within the jurisdiction of the Office of State Parks and for which records relating to original ownership are missing. Under these circumstances, every effort should be made to determine that the records relating to the loan are missing. If this proves to be the case, the individual(s) making claim of the item will be asked to identify in as much detail as possible the piece in question. If this identification is deemed sufficient, the person making the claim should be asked to submit a letter formally requesting return of the item and an affidavit stipulating ownership. Within a period not to exceed sixty (60) days, the item involved should be released to the owner.
- B. Loan of an object to a site for exhibit or research purposes.
1. Loans may be made for purposes of research, exhibit, or use in another interpretive program.
 2. All loans, both incoming and outgoing, must be approved by the Assistant Secretary, with the recommendations of the Chief of Interpretive Services.
 3. The Office of State Parks will consider loans from individuals for a definite period, preferably not to exceed five years. Extension of

loans may be granted upon written request to the Chief of Interpretive Services explaining the necessity of the extension.

4. Loans on an indefinite basis will not be accepted from individuals but may be acceptable from established museums and institutions. Each loan will be considered on an individual basis, and special conditions may apply to each loan.
5. Borrowed items may not be received before the required agreements and/or forms have been signed by the lender, the site manager, and the Chief of Interpretive Services.
6. Upon expiration of the loan, items will be promptly returned.
7. Have lender carefully read the policies regarding loans. Answer any questions the lender may have regarding this policy, forms or procedures. A copy of the policies must accompany or be attached to each loan form when the loan process is initiated.
8. Have lender determine the value of object(s) through the services of a competent appraiser. Lender should include appraisal information so that the Office of State Parks can insure the objects to the satisfaction of the lender.
9. List object(s) to be loaned, value of object(s) and source of the appraisal on Form K-3 or additional attached sheets as necessary.
10. Lender must sign Form K-2 and date it. Notarization of the lender's signature is not required. The site manager, and/or the site curator will also sign and date the appropriate form, after having evaluated the item for appropriateness for the site's collection. Site manager shall return the loan form to the Chief of Interpretive Services for review.
11. The Chief of Interpretive Services will sign and approve the loan. The loan form will be forwarded to the Assistant Secretary for review.
12. The loan must be approved by the Assistant Secretary and will not be in effect until he/she signs the loan form and has it witnessed twice and notarized by the attorney of the Department of Culture, Recreation and Tourism.
13. Once fully executed, the original loan forms will be housed in the administrative office and a copy will be sent to the site manager, the Chief of Interpretive Services, and the lender.
14. After receiving a fully executed copy of the loan agreement, the site manager can take physical possession of the loaned object(s).

C. Loans from a site's permanent collection

1. Lent items may not be sent to a borrower before the required agreements and/or forms have been signed by the borrower, the site manager, and the Chief of Interpretive Services.
2. Form K-9 is to be used to process all loans from the site to another individual or institution.

IV. DISPLAY, CONSERVATION AND ACCESS TO COLLECTIONS – It is the responsibility of the site manager, and/or curator where applicable, of each collection to preserve and protect the objects and specimens placed in the site's collection. Items in the collection may be used for research, exhibit, and in other interpretive activities to the extent that their condition and integrity are not endangered or degraded. Use of items in a procedure that will be, or may be, destructive must be approved by the Chief of Interpretive Services. Inspection of items for conservation needs begins in the accession stage and continues annually, with a condition report of the entire collection filed in conjunction with the annual inventory. Condition reports are the responsibility of the site manager, and/or curator where applicable, of each collection. Proper facilities, supplies, and services needed for conservation shall be requested as needed by custodians.

A. Display

1. All items displayed to the public should be as originally fabricated, and alterations to the original product (particularly in cases where those items might be used in research projects) should not be tolerated.
2. It is critically important that items on display within a museum, visitor center, or historic building be described with complete accuracy. It is well known that data provided by a museum is usually accepted unquestionably as fact. Incorrect labeling provides false information which can be extremely difficult to correct.
3. Museum personnel should try to ensure that all exhibits are honest and objective expressions and do not perpetuate myths or stereotypes.

B. Access

1. Access to collections which are not on display is to be guided by the purpose of the individual requesting it, the facilities of the historic site or preservation area, and the objective of safety and integrity of the objects desired. In the case of documents or photographs, copies may be substituted.
2. Access to collection records shall be guided by the purpose of the individual requesting it and the ability of the area to provide a copy. Payment for copies may be requested.
3. If a manager, and/or curator, is in doubt about whether access should be granted, he/she shall request direction from the Chief of Interpretive Services.
4. Managers, and/or curators, of collections may not deny access to others because he/she or other staff members are conducting research on the item and wish to retain sole use of it for publication or other purposes.
5. Individuals conducting research will be expected to credit the Louisiana Office of State Parks for providing access and to credit the writer (staff member) for any information provided by the writer's documentation research on the item. The individual

conducting the research will also be requested to furnish the Office of State Parks, gratis, two (2) copies of the publication produced as a result of his/her work with the collection.

6. No item from the collection may be reproduced for sale without the written approval of the Assistant Secretary.

C. Security

1. A major concern for all custodians of collections is protection of those collections from fire, theft, vandalism, and accidental damage. It is the responsibility of the manager, and/or curator, of the collections to request such monies and/or staff as are necessary to protect the collections and to report immediately any breaches of security.
2. Primary security methods against theft are the annual inventory and spot inventories of collections. Discrepancies will be reported immediately to the Chief of Interpretive Services, who will forward a report to the Chief of Operations.

D. Insurance

1. All managers, and/or curators, shall attempt to identify, avoid, and reduce the risk to collections.
2. Collections which are owned by the state are insured for their appraised value. The state is self-insured, with collections falling under a blanket policy of property damage and loss.
3. Loans may also be insured under the same policy for the appraised value of the items. Any waiver of insurance on loans must be made in writing by the lender.
4. Insurance coverage is automatic once the Office of State Parks takes physical possession of the item.
5. The insurance coverage should be based on the accepted appraisal value of the item.
6. Most, if not all, items should be subject to reappraisal at least every ten years.

E. Forms used in enforcing the policy and procedures concerning collections include the following:

1. The Donation Form (Form K-1) is used in processing donations to the Office of State Parks.
2. The Loan Form (Form K-2) is used in processing loans to the Office of State Parks.
3. The Accession Record (Form K-3) is used to identify all items in the collection. This form contains information pertinent to the item's history and acquisition.

4. The Catalog Card (Form K-4) is used as a working record for each item. The form contains basic descriptive and acquisition information on the item as well as its location at each site.
5. The Condition Report (Form K-5) is used to describe in detail and record the condition (marks, discoloration, etc.) of each item.
6. The Deaccession Record (Form K-6) is used in processing items being removed permanently from the collection.
7. The Catalog Worksheet (Form K-7) is used to record catalog information on items in the permanent collection.
8. The Application for Photo Reproduction Permission Form (Form K-8) is used to process all photo reproduction requests from the Office of State Parks.
9. The Loan Form from the Permanent Collection (Form K-9) is used to process loans made from the permanent collection to individuals and institutions.

V. COLLECTIONS REPRODUCTION

- A. The right of collections reproduction in any medium must be approved by the Assistant Secretary prior to reproduction. The Assistant Secretary reserves the right to refuse the right of reproduction and/or to impose such conditions deemed to be in the best interest of the Agency.
- B. When the agency receives a request for reproduction, the individual or organization making the request shall be directed to send such request in written form to:

Assistant Secretary
Louisiana Office of State Parks
P. O. Box 44426
Baton Rouge, LA 70804-4426

Requests must state the intended use of the reproduction, a complete description of the object to be reproduced, the publisher, and the expected date of publication. In the case of audio, video, film, CD ROM or other media, the request shall include the analogous information, including expected date of broadcast or release. An "Application for Reproduction Permission" form (Form No. K-8) is the preferred method for requesting and granting permission for reproductions.

Reproduction for any purpose requires written approval of the Assistant Secretary. The Assistant Secretary reserves the right to refuse reproduction if refusal is in the best interest of the Agency.

- C. All requests for reproduction, whether for in-house projects or from outside agency, will be forwarded through the Assistant Secretary to the Division of Interpretive Services. Interpretive Services will inform the Public Information Director of all requests and any action flowing therefrom.
- D. Fees will be charged in accordance with the schedule provided below for reproduction rights for any collection object, unless waived or adjusted on

a case-by-case basis by the Assistant Secretary.

- E. The Agency will make a limited, reasonable inquiry to determine ownership of the object to be reproduced. If it is believed that the object does not belong to the Agency, the Agency will indicate such to the Applicant. The Agency may only grant reproduction rights for objects it owns. Any restrictions or encumbrances must be observed. Such restrictions include ownership, copyrights, trademarks, or trade secrets.

The Agency warrants and represents that to the best of its knowledge, but without investigation, the rights granted by it will not infringe on the rights of any third party. Notwithstanding the foregoing, the Agency is acting only as an owner of the physical original. The Agency is not responsible for determining the copyright status of the image(s) or item(s), or for securing copyright permission and the payment for any such permission required. The rights granted do not include any rights that persons other than the Agency may have in the images or objects, including the artist's rights of attribution or control under the laws of any country or state, moral rights, or the rights of publicity or privacy.

- F. If the Agency supplies the Applicant with negatives and/or transparencies for the reproduction, all negatives and transparencies remain the property of the Agency, and the Applicant shall return them to the Agency immediately upon completion or use. In most cases, the Applicant will be responsible for coordinating any outside photographer or other source to make slides, prints, transparencies, copies, etc. Such outside source must be approved in advance by the Assistant Secretary.

The Applicant will coordinate the reproduction arrangements with the Division of Interpretive Services which, in turn, will coordinate with the Division of Operations as necessary. No object shall be removed from the site for reproduction unless specifically requested and authorized by the Assistant Secretary.

- G. Each image must be reproduced unaltered and in its entirety unless approved in advance by the Agency. The reproduction must not be cropped, bled off the page, printed on color stock, nor have anything superimposed on the image. When a detail is used, the word "DETAIL" must appear in the credit line.
- H. Full documentation credit, as supplied by the Agency, must appear in the immediate proximity of the image or in the section of the publication or production devoted to photographic credits. Abbreviations are not permitted.
- I. Permission is granted for one time use only. Permission to publish must be obtained in advance for each subsequent edition or reprint. Permission is valid only for the individual, company, or institution to whom it is specifically issued and may not be transferred, assigned, sold, or otherwise disposed of without written permission of the Agency.
- J. All fees will be paid in advance, made payable to the Louisiana Office of State Parks. Fees will be turned in to the Division of Business Services. Failure to pay the required fees means that permission has not been granted.

Additionally, the Applicant must provide the Agency with two complete copies of the publication in which the image is reproduced at no charge. If the reproduction is used in a film, video, CD-ROM or other medium, the Applicant must provide the Agency with two complete copies of the final product in a suitable format at no charge.

The Applicant will provide Agency a copy of the new negative or Color transparency, or a slide or glossy black and white (8 x 10) when a negative does exist, at no cost to the Agency.

Publish with U.S Rights		
	Scholarly or Non-Profit	Commercial
B/W Inside Use	\$100	\$200
B/W Cover	\$100	\$200
Color Inside Use	\$100	\$200
Color Cover	\$150	\$300

Publish with U.S. Rights (1 language)		
	Scholarly or Non-Profit	Commercial
B/W Inside Use	\$200	\$400
B/W Cover	\$200	\$400
Color inside Use	\$200	\$400
Color Cover	\$250	\$500

Audio Recording, Video, CD-ROM, Film, Other

To be negotiated on a case-by-case basis


ASSISTANT SECRETARY

Date_____

Received from _____

Address _____ Telephone _____

City, State, Zip _____ e-mail_____

Check the following appropriate line(s):

____ I/We do hereby, unconditionally and without reservation, donate to the Office of State Parks, State of Louisiana, the item(s) listed below.

_____ I/We do state that the subject item(s) are my/our personal property, free and clear, to dispose of in any manner which I/We may determine, and also avow that I/We hereby acknowledge the actual delivery of the item(s) listed below to said Office of State Parks.

_____ Special Conditions related to this donation are incorporated on the backside of this form.

Witness: _____ Signature (Donor): _____

Witness: _____ Signature (Donor): _____

Sworn to and subscribed, before me, on this the ____ day of ____, 20 ____, in the Parish of _____.

Notary _____

The Office of State Parks hereby acknowledges review for historical and interpretive integrity and receipt of the item(s) listed and described below.

Park Manager

Curator (where applicable)

Chief of Interpretive Services

Assistant Secretary/Date of Acceptance
Office of State Parks

Witness

Witness

Sworn to and subscribed, before me, on this the ____ day of ____, 20 ____, in the Parish of _____.

Notary _____

Item Description (Attach additional sheets if necessary)	Accession Number	<u>Value and Source</u>
(5/03)		

Form K-2
Loan Form

Office of State Parks
Department of Culture, Recreation and Tourism
P.O. Box 44426
Baton Rouge, LA 70804-4426

Date_____

Loan is being made to _____ (Site Name) Length of Loan _____

Received from _____

Address _____

Telephone _____

City, State, Zip _____

e-mail _____

The Office of State Parks will consider loans from individuals for a period not to exceed five years. Loans on an indefinite basis will not be accepted from individuals but may be acceptable from established museums and institutions. Each loan will be considered on an individual basis, and special conditions may apply to each loan. Loans will be returned to the lender only, or to a duly and legally authorized agent or representative of same following written evidence from the lender. Loans may be removed by the lender or his or her authorized agent sixty (60) days after written notice of this intent is received by the Office of State Parks. It may, on occasion, become necessary for the Office of State Parks to terminate the loan prior to the aforesaid five-year period. Should this be the case, the lender shall be notified by registered mail. Having been thus notified, and the item(s) not withdrawn within ninety (90) days from the notification date, the item(s) involved shall thereafter be considered an unrestricted gift to the Office of State Parks, which then shall have the absolute right to dispose of said property in any manner it may deem most suitable. The Office of State Parks cannot be responsible for the conservation or restoration of items on loan. When required, the Office of State Parks will seek items of a specific nature on a short-term basis (usually not to exceed six [6] months) for special exhibits and displays. The Office of State Parks will exercise the same care of items on loan as it does the upkeep and safe keeping of its own property. The Office of State Parks may, at its discretion, alter any exhibits or displays under its jurisdiction whereby items on loan may be removed entirely from a specific exhibit area. At such time, the item may be relocated within the Office of State Parks system. The lender may then be notified by the Office of State Parks that the item is no longer necessary. Such location may also change periodically at any time during the duration of the loan.

Check the following appropriate line(s):

_____ I/We do hereby, unconditionally and without reservation, lend to the Office of State Parks, State of Louisiana, the item(s) listed below.

_____ I/We do state that the subject item(s) are my/our personal property, free and clear, to loan in any manner which I/We may determine, and also avow that I/We hereby acknowledge the actual delivery of the item(s) listed below to said Office of State Parks.

_____ Special Conditions related to this donation are incorporated on the backside of this form

Lender of Items

Date: _____

The Office of State Parks hereby acknowledges review for historical and interpretive integrity and receipt of the item(s)listed and described below.

Park Manager

Curator (where applicable)

Chief of Interpretive Services

Assistant Secretary/Date of Acceptance
Office of State Parks

Witness

Witness

Sworn to and subscribed, before me, on this the ____ day of ____, 20 ____, in the Parish of _____.

Notary _____

Item Description (Attach additional sheets if necessary)	Value and Source
<div>(5/03)</div>	

ACCESSION RECORD
Form K-3



Louisiana Office of State Parks
P. O. Box 44426
Baton Rouge, LA 70804

ACCESSION NUMBER _____
PARK _____

RECEIVED FROM _____ NO. ITEMS _____

ADDRESS _____

DATE RECEIVED _____ ACCEPTED BY _____

HOW ACQUIRED: _____ GIFT _____ PURCHASE
 _____ EXCHANGE _____ OTHER: _____

VALUE _____ APPRAISER _____ DATE _____

DESCRIPTION OF COLLECTION

HISTORY/SIGNIFICANCE

LOCALITY

COLLECTOR
DATE COLLECTED
CONDITION/TREATMENT ON ARRIVAL

COMMENTS

REFERENCES (attach one image of each item)

ACKNOWLEDGEMENT _____letter _____donor form _____ in person DATE _____
ACC. RECORD PREPARED BY _____ DATE _____
ACCESSIONED BY _____ DATE _____
SITE MANAGER _____ DATE _____



FRONT SIDE OF CATALOG CARD

LOUISIANA OFFICE OF STATE PARKS		
Accession Number	Title of Object	
Country	Material	
Date	Artist or Maker Dates and Nationality	
Description:		Marks:
Frame, Base, etc:		Photograph Purchase
Dimensions :		Source : Gift Loan Purchase
H:		
L:		
W:		
Diameter:		
DATE RECEIVED:	DATE ACCEPTED:	REGISTRAR:
History or Ex. Collections:		Area of Use: Used By:

BACK SIDE OF CATALOG CARD		
References:		Photograph No's. :
Insurance Valuation :		Purchase Price:
Date :	Value :	Appraiser :
Condition :		Date :
Location and Exhibition Record :		
Date :	Action :	
Comments :		

SITE_____

MANAGER'S SIGNATURE_____

Date_____

CURATOR'S SIGNATURE_____

Date_____



CONDITION REPORT
Form K-5

Object : _____ Site: _____ Accession Number : _____

Maker : _____

Provenance : _____ Date of Origin : _____

Dimensions : _____

Composition : _____

Current Location : _____

Examiner : _____ Date of Examination : _____

Examination : _____

Photographic Documentation (attach all images) : _____

General Remarks : _____

Manager Signature _____	Date _____
Curator Signature _____	Date _____

DEACCESSION RECORD
Form K-6



Louisiana Office of State Parks
P. O. Box 44426
Baton Rouge, LA 70804

ACCESSION NO. _____
PARK _____
PARK PROPERTY CONTROL # _____

Description : _____

- 1) Justification to deaccession received on _____ From _____
- 2) Signature of Manager _____ Date _____
- 3) Signature of Chief of Interpretive Services _____ Date _____
- 4) Signature of Assistant Secretary _____ Date _____

- 5) Approved method of disposal :
- _____ Exchange or transfer
 - _____ Return to donor or donor's heirs
 - _____ Sale at public auction (Property Control)
 - _____ To be destroyed due to damage
 - _____ Stolen or lost
 - _____ Other _____

6) Current Photo on file: _____ yes _____ no (if no, attach condition report)

- 7) Action noted on following records :
- _____ Accession Record (Form K-3)
 - _____ Catalog card and worksheet (Form K-7)
 - _____ Administrative Office Inventory
 - _____ Other file as noted _____

DISPOSITION OF OBJECT

Final disposition of object : _____

Insurance money received \$ _____ Date received _____

Notes : _____

Processed by _____ Date _____



LOUISIANA STATE PARKS
CATALOG WORKSHEET
FORM K-7

Park _____ Previous Park _____

Object Class _____

Object Name _____

Description (Use reverse side when necessary)

Location _____

Accession No. _____ Accession Date _____

Received From : Name _____

Address _____

City, State, Zip _____

Phone Number _____

Valuation : Amount _____

By Whom _____

Date _____

History : Place of Origin _____

Date of Origin _____

Maker _____

History Source : _____

Research Information : _____

Condition : A _____ B _____ C _____ D _____ E _____ F _____

[A-conservation or not recommended; B-conservation needed before display; C-conservation desirable but not immediate; D-immediate attention needed; E-object deteriorated beyond treatment; F-don't know]

Condition Description : _____

Previous Storage Conditions : _____

Photograph Number _____

Recorded : Manager Signature : _____ Date _____

LOUISIANA STATE PARKS

P. O. Box 44426 Baton Rouge, LA 70804-4426 (225) 342-8111 FAX (225) 219-9429

Application for Photo Reproduction Permission Form K-8

Please complete, sign and return, attention PHOTO REQUESTS/Public Information Director. A countersigned copy will be returned when permission is granted.

APPLICANT: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____

AMOUNT DUE IS LISTED ON THE BOTTOM OF THIS SHEET. PAYMENT IS TO BE MADE PRIOR TO THE PROCESSING OF THE ORDER. NO ADDITIONAL BILL OR INVOICE WILL BE SENT.

HEREBY APPLIES FOR PERMISSION TO REPRODUCE:	COLOR	B/W	INSIDE	COVER
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

STATEMENT OF INTENDED USE {Include type of media (book, film, etc.) and title}:

for publication in (title of publication): _____

AUTHOR	TITLE OF ARTICLE
PUBLISHER	ADDRESS
EXPECTED DATE OF PUBLICATION, VOLUME, YEAR _____	

CHECK ALL WHICH APPLY: { } BOOK; { } PERIODICAL; { } TEXTBOOK; { } DISSERTATION; { } OTHER _____

 { } COMMERCIAL PUBLISHER; { } NON-PROFIT PUBLISHER; { } OTHER _____

 { } ENGLISH LANGUAGE; { } OTHER _____

DISTRIBUTION RIGHTS DESIRED (One Time Use, One Language):

{ } North American Rights; { } World Rights; Language: _____

Other Use: _____

CREDIT LINE MUST READ: Photo by Robert Buquoi, Louisiana Office of State Parks

The applicant agrees that this permission, if granted, shall be subject to the conditions listed on the back of this form and further agrees to pay promptly all applicable fees. Total Fees = \$_____.

AUTHORIZED SIGNATURE _____ DATE _____

NAME AND TITLE _____

Permission granted to reproduce the above mentioned object(s), for one time use only, and subject to the conditions listed on the back of this form.

Signed for Louisiana State Parks _____ DATE _____

NAME AND TITLE _____

CONDITIONS

1. All requests must be made in writing and include all specifics of the intended use.
2. The reproduction must be used only once for the purpose which permission was given. Any subsequent or different use (including subsequent editions, editions in different form, in different language, etc.) constitutes a re-use and must be re-applied for in writing. There may be a re-use fee.
3. The agency will be provided a copy of the negative, color transparency or other item produced (including the publication the image was used in) where originals do not exist; or a slide, glossy black and white or color (8x10) print where an original does exist; at no cost to the agency.
4. Reproduction may be permitted from negatives and transparencies supplied by the agency.
5. All negatives and color transparencies supplied to the applicant remain the property of the agency.
6. Each image must be reproduced unaltered and in its entirety unless approved in advance by the agency. The reproduction must not be cropped, bled off the page, printed on color stock or with colored ink, nor have anything superimposed on the image. When a detail is used, the word DETAIL must appear in the credit line.
7. Full documentation credit, AS SUPPLIED BY THE AGENCY, must appear in immediate proximity to the image, or in the section devoted to photographic credits. Abbreviations are not permitted. IT IS MANDATORY that you credit as specified.
8. The agency assumes no responsibility for any royalties or fees claimed by the artist or photographer, or on his or her behalf.
9. The agency reserves the right to limit the number of photographic copies; to restrict the use or reproduction of rare or valuable material; to make special quotations on material involving unusual difficulty in copying; and to charge a higher copying fee than specified. Copies are supplied to picture agencies by special arrangement.
10. The agency reserves the right to deny permission to reproduce an image from its collection to any applicant whose product is not acceptable to the agency for any reason.
11. In authorizing the publication, the agency does not surrender its right to publish it, or to grant permission to others to do so.
12. Failure to pay the required fees for reproduction means that permission has not been granted.
13. Permission is valid only for the individual, company, or institution to whom it is specifically issued and may not be transferred, assigned, sold, or otherwise disposed of without written permission of the agency.
14. In the case where copyright is held by a third party, written permission must be secured by the applicant from that party or their agent, and must accompany the application. The agency is not responsible for determining the copyright status of the image(s) or item(s), or for securing copyright permission and the payment for any such permission required. The rights granted do not include any rights that persons other than the agency may have in the image(s) or object(s), including the artist' s rights of attribution or control under the laws of any country or state, moral rights, or the rights of publicity or privacy.
15. If so requested, a proof must be approved by the agency before reproduction of an image in color.
PROOF MUST BE APPROVED: { } Yes { } No

Form K-9
Loan Form from the Permanent Collection

Office of State Parks
Department of Culture, Recreation and Tourism
P.O. Box 44426
Baton Rouge, LA 70804-4426

Date_____

Institution or Individual Loan is being made to _____

Length of Loan _____ (from date/to date)

Signature of recipient of loan _____

Address _____ Telephone _____

City, State, Zip _____ e-mail _____

Check the following appropriate line(s):
_____ I have read and understand the conditions for loan from the Office of State Parks permanent collection.
_____ Special Conditions related to this loan are incorporated on the backside of this form.

Uses of the loan object, and justification for loan: _____

For loans made for research purposes, the borrowing individual or institution must submit at least two copies of all reports concerning objects on loan to the site making the loan. No item in the Office of State Parks permanent collection is to be destroyed during research without written permission.

The Office of State Parks hereby acknowledges review for historical, research, and interpretive integrity of the item(s) requested and described below.

Park Manager Curator (where applicable)

Chief of Interpretive Services

Assistant Secretary / Date of Acceptance Office of State Parks Witness Witness

Sworn to and subscribed, before me, on this the ____ day of _____, 20 ____, in the Parish of _____.

Notary _____
Item Description and Accession Number Value and Source