

305B.3 Basic notice requirement.

1. *Contents.* In addition to any other information prescribed for a particular notice, all notices given pursuant to this chapter shall contain the following information:

- a. Lender's name, or claimant's name, as appropriate.
- b. Lender's last known address, or claimant's last known address, as appropriate.
- c. Brief description of the property on loan.
- d. Date of the loan, if known.
- e. Name of the museum.
- f. Name, address, and telephone number of the appropriate person or office to be contacted regarding the property.

2. *Mailed notice.* All notices given by a museum pursuant to this chapter shall be mailed to the lender's, and any claimant's, last known address by restricted certified mail, as defined in section 618.15. Notice is deemed given if the museum receives proof of receipt within thirty days of mailing the notice.

3. *Published notice.* If the museum does not know the identity of the lender, or does not have an address for the lender, or if proof of receipt is not received by the museum within thirty days of mailing a notice under subsection 2, notice is deemed given if the museum publishes notice at least once a week for three consecutive weeks in a newspaper of general circulation in both of the following:

- a. The county in which the museum is located.
- b. The county of the lender's or claimant's address, if any.