

# Museum Policies

Please review the following with your students and chaperones before arriving at the Heard Museum. Heard staff will also review many of these when your group arrives. Note that we have included a “why?” section for students who would appreciate rationale.

**Food, drinks, and backpacks are not allowed in the museum building. If students have these items with them for lunch, please have them leave them in the cubbies located inside the Dorrance Education building.**

**Why?** Even with the best intentions, bulky items can end up bumping into artwork and damaging it. Food and drinks can also attract pests that could damage the work.

**Students should wear their tour name badges at all times.**

**Why?** Our Visitor Services and Security staff (in Teal and Maroon shirts) need to know that everyone in the museum has checked in at Admissions. Wearing your nametag lets them know that you are part of the group.

**None of the artwork, including outside sculptures, should be touched unless permitted by the guide.**

**Why?** The oils naturally present on our hands can damage the artwork. There is one sculpture that you can touch. Ask your guide about it!

**Photography without flash is welcome in the Museum. (Tag us @heardmuseum!)**

**Why?** Prolonged light exposure can damage the work, and we want to make sure that it retains its character for many years so that other people can also enjoy it. Also, the flash can disturb the experience for other visitors.

**Students and chaperones must remain together.**

**Why?** The Heard Museum is quite large, and we don't want anyone to get lost. Also, your chaperones are responsible for keeping you safe on your trip, and they can't do that if they can't see you!

**Please remind students to use inside voices.**

**Why?** Some exhibitions include audio components that you can't hear if people are being loud. Also, we want to respect different learning styles. Some people prefer to read text or engage with artwork in a quiet environment.

**Please remind students to walk inside the museum.**

**Why?** We don't want you to trip over something and get hurt! Also, we know you wouldn't want to damage the works in our collection. Many are irreplaceable!

**Please raise your hand if you have a question on your tour.**

**Why?** So that your docent knows that you have you a question and can call on you to ask it.

**Please only use pencils for any activities, writing or sketching inside the museum.**

**Why?** Accidental pencil marks are much easier to remove from walls.



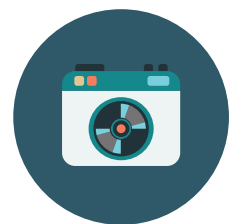
**Use your eyes & ears, not your body, to observe and learn about the artwork.**



**Walk and move carefully to keep yourself and the artwork safe.**



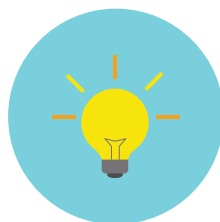
**Speak with an inside voice and take turns speaking so that everyone can be heard.**



**Take pictures without flash, and be sure to tag @HeardMuseum.**



**Stay with the group so that no one gets lost.**



**Participate by sharing your ideas and asking questions.**



**Store your water, backpack and lunch before heading into the museum.**



**We are so happy that you are here and hope that you have a wonderful visit!**