

MUSEUM GUIDELINES

The Animas Museum welcomes groups who wish to visit. For the best experience, it is important for students as well as teachers, group leaders, and chaperones to know what to expect and what is expected of them. These guidelines will help ensure a safe, enjoyable, and productive learning experience for all.

FOR TEACHERS, GROUP LEADERS & CHAPERONES

- **Please schedule and reserve time for your visit at least two weeks in advance!** The Animas Museum operates with a small staff plus a corps of dedicated volunteers and we want to prepare the best possible experience for your group.
- Please be responsible for your group. It is vital that you know who is in your group, including knowing the number of students and adults.
- For groups of students in the 3rd grade or younger, we recommend 1 adult for every 5 students. For students in 4th grade and older, 1 adult for every ten students is recommended. Please accompany your group at all times and do not wander off to other areas.
- Please be advised that some areas of the Museum and its campus may be off limits to visitors due to weather or other conditions. The staff will let you know about any restrictions as soon as possible.
- Please follow the instructions of Museum staff and volunteers.
- You can help students explore the galleries by encouraging them to look carefully at the objects on display. Visit our website at www.animasmuseum.org and click on the “Kids” tab to print Junior Curator sheets to guide your exploration. There are three levels available. Select the most appropriate for your group. Due to our limited budget, we are unable to make copies for students. We also encourage the use of clipboards and pencils. Pens and markers are not allowed in the galleries.
- If your group has made arrangements to eat sack lunches or snacks on the Museum grounds, please pack out all trash and leave no food or litter behind.
- Please review Museum Manners (below) with your group. Teachers and adult chaperones lead by example so that everyone may enjoy their visit.

MUSEUM MANNERS (for all visitors)

- Please leave your backpacks and water bottles in the area designated by Museum personnel.
- Stay with your group at all times.
- Food, drink and chewing gum are not permitted in exhibit spaces. Smoking and vaping are not allowed on Museum property.
- Please silence your cell phones and refrain from texting.
- Photographs are permitted but we ask that students themselves not take photographs during their guided programs. In general, visitors may take photographs in the galleries as long as no flash, lights, tripods or selfie sticks are used. All photographs must be for the private use of our visitors. Please ask a staff member about the Museum’s photography policy if you are interested in commercial uses.
- Always walk (never run) in the Museum and on the grounds.
- Please do not touch artifacts or exhibit cases. You may notice staff and volunteers handling some items. These are a special category of objects which should not be touched by visitors. If your guide invites you to handle or use an object, take advantage of this special opportunity.
- Indoor voices are the best, as there may be other people visiting and enjoying the Museum too.
- Enjoy your visit and remember to ask questions!