Western New Mexico University Museum
Visitor and Tour Policies and Code of Conduct

The mission of the Western New Mexico University Museum is to serve as an educational facility, which provides educational and cultural programs and insures the proper preservation, conservation, curation, and exhibition of the historic and prehistoric past of multi-cultural southwestern New Mexico for the enjoyment of the campus community, local communities, and visitors to New Mexico. Through its world renowned collection of Mimbres pottery and artifacts, historic photographs documenting the development of Silver City and the university, and short-term exhibitions, the museum seeks to bring the past alive for its visitors through an exploration of cultural continuity and change (Adopted 12/17/1993 WNMU BOR; revised 6/2003).

In accordance with our mission, the University Museum's permanent and short-term exhibitions are self-guided using exhibition signage. Requests for school tours, university class tours, group tours, and individual traveler tours of permanent and short-term exhibitions are contingent upon the type of tour requested, availability of staff, and the code of conduct presented below. Director-led VIP tours of permanent and short-term exhibitions and collection areas are available by special request only as described below.

Code of Conduct

To ensure a safe, pleasant, and engaging educational and learning experience at the University Museum, it is respectfully requested that the Code of Conduct be followed by all visitors. Please go over the Code of Conduct with all students and tour participants prior to tours.

Note: The University Museum is housed in historic Fleming Hall, built between 1916 and 1917 as the University gymnasium (emphasis on basketball) and science building. The building features an intact truss-beamed ceiling soaring to a height of three stories from the main floor and exhibition rooms and offices with very high ceilings. Fleming Hall is on the State of New Mexico Register of Cultural Properties, in the Western New Mexico University Historic District, and eligible for the National Register of Historic Places.

- It is requested that all visitors treat the building and all of its internal parts as an important artifact of the state and the nation's history and act accordingly.
- Prepare in advance for your visit, if at all possible, by storing backpacks, bulky coats, and all photographic equipment in secure locations or in vehicles prior to entering the University Museum.
- Discard all tobacco products in the appropriate waste receptacles located outside the University Museum's Main Entrance.

- Discard food, drinks (except plain bottled water in plastic containers), candy, and chewing gum in the trash receptacles located in the front entrance prior to entering the reception area.
- Refrain from smoking or spitting chewing-tobacco waste within 25 feet of the Main Entrance and any open doors or windows.
- Turn off or place cell phones and beepers in "quiet" mode prior to entering the University Museum.
- Refrain from answering and/or talking on cell phones within the University Museum.
- Photography, including video-cameras, cell phones, wireless feeds, etc., of any type is not permitted within the University Museum/Fleming Hall Building. Requests to photograph collections or exhibitions, including the historic men's urinals, must be pre-approved by the University Museum Director and follow WNMU Museum's *Permission and Reproduction of Photographs of Museum Objects/Exhibits Contract*.
- Please do not touch historic objects, photographs or artwork so that they may be preserved for generations to come.
- Do not lean and/or write on University Museum walls, or exhibition cases, glass, or Plexiglas.
- Refrain from running, yelling, or roughhousing in the University Museum. Unruly visitors of any age will be asked to leave or escorted from the premises.
- Be respectful of other visitors in the University Museum.

Individual Traveler Tours:
These tours are available to maximize educational opportunities of the individual, couple, or small family unit (2-4 people) traveler visiting the University Museum. These tours are available for permanent Main Floor exhibitions only on a case by case basis depending on the availability of staff. Maximum length is one (1) hour and there is no cost. A donation to the University Museum of $10 per person is suggested.

K-12 School Tours/University Class Tours (Archaeological Field School Tours fall under Director-led VIP Tours)
These tours are available to maximize the educational opportunities and learning experience of K-12 and university students. Tours can be tailored to the needs of the class or course of study to focus on particular permanent exhibitions or short-term exhibitions currently on display. K-12 School/University Class Tours are almost one (1) hour in length. These tours are free and must adhere to the following guidelines in addition to the WNMU Museum's Code of Conduct. Please go over WNMU Museum's Code of Conduct and the guidelines below with all educators, adult companions, and students prior to the tour.

- School/Class Tours are provided* between 9:00 a.m. and 3:00 p.m. Mondays through Fridays, with the exception of University Holidays and Closures.
- School/Class Tours must be scheduled at least four (4) weeks prior to the requested tour date with the Assistant Director/Curator of Education & History by calling 575-538-6386.

- Please indicate the size of the group when scheduling the tour. Maximum tour size is twenty (20) students. Large classes/courses will be split between multiple University Museum tour guides if available and may need to be staggered.
- Unless notified of a late arrival, the appointed University Museum tour guide will wait ten (10) minutes past the scheduled tour time, after which the group must self-guide.
- Students (age 18 and under) must be accompanied by one (1) adult per ten (10) students.
- Students must be well supervised at all times and accompanying adults must be so informed.
- Unsupervised or unruly students will cause the entire group to be asked to leave the premises.
- Please contact the Assistant Director/Curator of Education & History with any special accommodations or needs.

*Depending on staff availability

Group Tours

These tours are available to maximize the educational and learning opportunities of groups or families over four (4) individuals (see Individual Traveler Tours). Group Tours are provided by University Museum tour guides of permanent Main Floor exhibitions and are one (1) hour in length. Group Tours must adhere to the following guidelines in addition to the WNMU Museum's Code of Conduct. Please go over WNMU Museum's Code of Conduct and the guidelines below with all tour participants prior to the tour.

Group Tours are provided* between 9:00 a.m. and 3:00 p.m. Mondays through Fridays, with the exception of University Holidays and Closures and must be scheduled two months prior to the requested tour date with the Assistant Director/Curator of Education & History by calling 575-538-6386. Requests for Group Tours on Saturdays or Sundays can be accommodated only on a case by case basis depending on the availability of staff.

A donation to the University Museum of **$10 per person**, including outside tour staff and guide, is requested for all group tours, with the exception of Director-led VIP Tours which have a separate fee structure.

Ideal tour size is 15-20 people to ensure a safe, pleasant, and engaging educational and learning experience. Please indicate during scheduling if your group exceeds or may exceed twenty (20) people since consideration must be given to the acoustics of the historic building housing the University Museum and additional University Museum staff will be required for a pleasant and engaging visitor experience.

Unless notified of a late arrival, the appointed University Museum tour guide will wait ten (10) minutes past the scheduled tour time, after which the group must self-guide.

*Depending on staff availability

Director-led VIP Tours
These tours provide an in-depth scholar-led tour of the permanent collections and collection area and are provided by special request only. A Director-led VIP Tour of the collections is a once in a lifetime experience with a great deal of knowledge imparted to the participants in an engaging and experiential manner. Participants, whether in a small or large groups, are provided with deeply personal individual experiences.

Requests must be made in writing to the University Museum Director & Archaeologist, Cynthia Ann Bettison, Ph.D., RPA, six (6) months to one (1) year in advance of the requested tour date. Requests will be accommodated on a case by case basis according to the availability of the University Museum Director's, University Museum's, and University's schedules.

At the time of the request, please provide the following: several alternative dates, if possible, from which to choose; the requested time of day the tour begins; the total number of individuals participating (maximum number is 20 people, including outside tour staff and guide), including the group's tour staff; the length, extent, depth, and focus of the tour requested; and whether a hands-on experience is requested.

Due to the nature of Director-led VIP Tours, specifically the expertise and knowledge of the Director and the time, effort, and commitment by University Museum staff in preparation and presentation, and to provide an exceptional experience to tour participants, a Scholar's Honorarium for the University Museum Director^ and a separate donation to the WNMU Museum are required. The base Scholar's Honorarium is $250, with the actual honorarium negotiated with the University Museum Director at the time of the original request.

The required donation to the University Museum is:

Number of Individuals*	**Requested Donation to University Museum**
1 to 4	$200
5 to 10	$250
11 to 15	$300
16 to 20**	$350

* Includes outside tour staff and guide
** Maximum group size is 20, including outside tour staff and guide.

Dr. Bettison can be reached via email BettisonC@wnmu.edu or by mail WNMU Museum, P.O. Box 680, Silver City, NM 88062. Please provide all contact information in your request.

The Tour Agreement form is located on the next page.

^The Scholar's Honorarium is only for the University Museum Director-led VIP Tour. Please inquire separately for talks, lectures or Scholar-led field experiences.

WNMU Museum Tour Agreement

I acknowledge that I have read the **Western New Mexico University Museum Visitor and Tour Policies and Code of Conduct** and agree to follow the guidelines listed above.

_____

Signature Date

_____

Contact Name Title

_____

Affiliation (School, University, Group Name)

_____

Mailing Address

_____

Contact Number(s) Email Address

Please mail or bring this completed document when you check in for tour.**

If a requested donation or Scholar's Honorarium is requested, please mail or provide it at the beginning of the tour.

**** Mailing Address:**

Phillip Cave
Assistant Director/Curator of Education & History—Tours
WMMU Museum
P.O. Box 680,
Silver City, NM 88062