

Museum Visit Guidelines for K-12 Educators

Before your Visit:

- At least a week prior to your date of your visit, please communicate your final head count to a Museum staff member.
- The Mount Holyoke College Art Museum is committed to being accessible to all visitors. Please let us know in advance if you will require special accommodations for your group.
- Review the following **important guidelines** with your students:
 - No gum, food, drinks (including water bottles), or large bags are allowed inside the Museum.
 - Only pencils (and not pens) are permitted inside the Museum.
 - No touching of the artwork is permitted without permission and supervision by museum staff. Please keep a safe distance from the artwork and **do not point with any objects** (including pencils) other than your hands. Additionally, please do not lean on the walls or cases.
 - Photography of permanent collection objects is permitted only for private, non-commercial use. Posting online is not permitted without special permission from Museum staff. Note: objects on loan may not be photographed.

On the day of your visit:

- A Museum staff member will greet your group in the Art Museum lobby.
- When possible please leave backpacks, large bags, coats, umbrellas, and athletic equipment on the bus or at school. If necessary, personal items can be left in the locker area adjacent to the Museum lobby before entering the galleries.

MHCAM Education Department Contacts:

- **Ellen Alvord**, Weatherbie Curator of Education and Academic Programs
ealvord@mtholyoke.edu
- **Kendra Weisbin**, Associate Curator of Education
kweisbin@mtholyoke.edu

Museum Public Hours:

Tues–Fri (11am-5pm), Sat & Sun (1-5pm), Closed on Mondays

NOTE: If you find you will be late to the Museum for any reason please let us know by contacting the **Museum's Front Desk at (413) 538-2245**