



# WNMU

## Western New Mexico University Museum Tours and Policies

### Introduction

*Please contact the University Museum as soon as you are considering a tour for your group and prior to making any overnight arrangements. All K-12, college classes, tour operators, groups, organizations, conferences, or institutions internal or external to WNMU Museum, both not for profit and for profit, with tour groups must schedule their visit with the identified University Museum staff member per the Scheduling Guidelines under the tour type.*

**Hints:** When scheduling, please have multiple dates available to ensure the University Museum can accommodate your request. In order to ensure the visitor experience is exceptional, the University Museum will not schedule multiple group tours on the same date and time.

Please schedule your visit with the identified University Museum staff person per the Scheduling Guidelines listed under tour type: K-12 School Tours/University Class Tours (Archaeological Field School Tours fall under Director-led VIP Tours); Tour Groups; Director-led VIP Tours.

Ideal tour group size is 15-20 people to ensure a safe, pleasant, and engaging educational and learning experience. For groups exceeding twenty (20) people consideration must be given to the acoustics of the University Museum's home, historic Fleming Hall, and a larger contingent of University Museum staff will be necessary for a pleasant and engaging visitor experience.

Requests for tours of all types are contingent upon the type of tour requested, the University's and Museum's schedules, availability of staff, and the Visitor Code of Conduct.

### *Mission Statement*

WNMU Museum advances understanding of the diverse cultural and artist heritages of Southwest New Mexico through research, collection, exhibition, interpretation, and exhibition; creates opportunities for visitors to experience authentic and significant artifacts and art firsthand in meaningful contexts; and supports and enriches the educational mission of Western New Mexico University.

### *Collections and Exhibitions*

The University Museum is the home of the largest and most complete collection of prehistoric Mimbres materials in existence—the NAN Ranch Collection—and has become a center for the research of prehistoric Mimbres culture and pottery. It houses the world's largest permanent interpretive exhibition of Mimbres material culture, specifically pottery and artifacts. The museum is known for its collections and interpretive exhibitions of pottery and artifacts of prehistoric American Southwest and Northern New Mexico cultures, collections and revolving exhibitions of historic Pueblo pottery and Navajo rugs, and extensive photographic and artifact collections documenting university, regional, and local history, and mining, and changing interpretative displays of campus history, local history, and mining, and fabulous changing temporary exhibitions.

### *Historic Fleming Hall*

The University Museum is housed in historic Fleming Hall. It was built between 1916 and 1917 as the University gymnasium, when the "best" all-around athletic sport was considered to be basketball, and science building. The recently renovated building features an intact truss-beamed ceiling soaring to a height of three stories in the Grand Exhibition Hall, remnants of the original short basketball markings on the gymnasium-grade maple flooring in the Grand Exhibition Hall, the original oak-floored spectator gallery mezzanine with an almost 360 degree view of the surrounding area and campus, the restored 1917 tiered Science Classroom, two Visible Collection Rooms showcasing collections, and permanent and short-term exhibitions throughout.

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.

WNMU and Conron and Woods Architects (Santa Fe, NM) will receive the *State of New Mexico's Heritage Preservation Award for Organizations* in May 2019 for Fleming Hall. "The breathtaking renovation of Fleming Hall was completed with attention to historic preservation while ushering in the subtle nuances of modern technology," WNMU President Dr. Joseph Shepard said. "This design allows for the museum's collection to be properly maintained without sacrificing the splendors of the building's rich history and unmatched architectural style."

**Tours for Individual Travelers Upon Request (excludes unscheduled groups larger than a small family unit)**

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 on a case-by-case basis depending on the availability of staff. Maximum length is 30 minutes and there is no cost. A contribution to the University Museum of **\$10 per person** is suggested.

## **K-12 School Tours/University Class Tours (Archaeological Field School Tours<sup>1</sup> fall under Director-led VIP Type I Tours)**

*All teachers, professors, and archaeological field school principal internal or external to WNMU Museum, both not for profit and for profit, must schedule their visit with the Assistant Director/Operations Manager **at least four (4) weeks prior to the proposed tour dates.***

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.

All K-12 School/University Class Tours must adhere to the following guidelines in addition to the WNMU Museum's Visitor Code of Conduct. Please go over WNMU Museum's Visitor Code of Conduct and the guidelines provided earlier with all educators, adult companions, and students prior to the tour.

**Hint:** When scheduling, please have multiple dates available to ensure the University Museum can accommodate your request. In order to ensure the visitor experience is exceptional, the University Museum will not schedule multiple group tours on the same date and time.

### K-12 School Tours/University Class Tours FAQs

- **At least four (4) weeks prior to the proposed tour dates** the Requestor/Organizer (teacher/professor/principal investigator) must contact the Assistant Director/Operations Manager via email at [Stacey.Heim@wnmu.edu](mailto:Stacey.Heim@wnmu.edu) or by phone (575) 538-6384 with the information listed in under Scheduling Guidelines.
- The Assistant Director/Operations Manager will determine whether the requested tour date, time, and duration can be accommodated on the University Museum schedule/calendar, and whether sufficient Museum staff are available to conduct the requested tour, and provide **preapproval** via email to the Requestor/Organizer.
- Requestor/Organizer will be notified of **final approval** by the Assistant Director/Operations Manager upon receipt of completed and signed *WNMU Museum Tour Agreement and Scheduling* and *WNMU Museum Visitor Code of Conduct* forms. Completed forms must be submitted by email **no later than two (2) weeks prior** to the tour date. Failure to provide completed forms as requested may result in cancellation of the tour.
- Tours are scheduled<sup>2</sup> between 9:00 a.m. and 3:00 p.m. Mondays through Fridays, with the exception of University Holidays and Closures, and WNMU Museum Events.
- Requests to accommodate a University Class at an alternative time or on Saturday or Sunday will be accommodated on a case-by-case basis<sup>3</sup> and is dependent on staff availability.
- Requestor/Organizer scheduling for K-12 classes with students under age 18 are required to have one (1) adult per every ten (10) students.
- Students must be well supervised at all times by accompanying adults.
- Unsupervised or unruly (e.g., running, yelling, roughhousing) students may result in the entire class being asked to leave and/or escorted off the premises.

<sup>1</sup> An Archaeological Field School is defined as a certified archaeological field school sponsored by an academic or research institution. Inquiries must be submitted to the Museum Director.

<sup>2</sup> Depending on staff availability, and campus and museum calendars.

<sup>3</sup> Depending on staff availability, and campus and museum calendars.

- The Requestor/Organizer must provide all contact information, including name, phone number (preferably a cell phone), email, and address.
- Unless notified of a late arrival, the appointed University Museum staff member will wait ten (10) minutes past the scheduled tour time, after which the group must self-guide.

#### Scheduling Guidelines for K-12/University Courses Tours

1. Prior to scheduling a tour group or making a request, please examine the University's calendar for closures and holidays ([https://wnmu.edu/wp-content/uploads/sites/61/2018/03/2018-2021\\_.pdf](https://wnmu.edu/wp-content/uploads/sites/61/2018/03/2018-2021_.pdf)).
2. To schedule a school or university class, please review the *WNMU Museum Visitor Code of Conduct*, and *WNMU Museum Tour Agreement and Scheduling* form, and contact the Assistant Director/Operations Manager at (575) 538-6384 or via email at [Stacey.Heim@wnmu.edu](mailto:Stacey.Heim@wnmu.edu) **at least four (4) weeks prior to the proposed tour dates** with the following information:
  - a. The proposed dates for the class tour.
  - b. The size of the group. Maximum tour size is twenty (20) students. Large classes/courses may need to be staggered depending on museum staff availability.
  - c. The number of adults, including the teacher/professor, that will be accompanying students under 18 years of age (see FAQs above).
  - d. Whether the class visit has a particular interest or focus. Tours can be tailored to focus on particular permanent exhibitions or short-term exhibitions currently on display.
  - e. Any special needs or accommodations.
  - f. Contact information of Requestor/Organizer (name, cell phone, landline phone, address).

## Tour Groups<sup>4</sup>

Please contact the University Museum as soon as you are considering a tour for your group and prior to making any overnight arrangements. All tour operators and individuals, groups, organizations, conferences, or institutions internal or external to WNMU Museum, both not for profit and for profit, with tour groups must schedule their visit with the Assistant Director/Operations Manager per the FAQs and Guidelines provided below.

**Hint:** When scheduling, please have multiple dates available to ensure the University Museum can accommodate your request. In order to ensure the visitor experience is exceptional, the University Museum will not schedule multiple group tours on the same date and time since consideration must be given to the acoustics of the University Museum's home, historic Fleming Hall.

### Tour Groups FAQs

- For groups of 20 or more (including staff), the Requestor/Organizer must contact the Assistant Director/Operations Manager via email at [Stacey.Heim@wnmu.edu](mailto:Stacey.Heim@wnmu.edu) or phone (575) 538-6384 **at least 1-year to 10-months prior to the proposed tour dates** with the information listed in under Scheduling Guidelines.
- For groups under 20 (including staff), the Requestor/Organizer (teacher/professor/principal investigator) must contact the Assistant Director/Operations Manager via email at [Stacey.Heim@wnmu.edu](mailto:Stacey.Heim@wnmu.edu) or phone (575) 538-6384 **8-months to 6-months prior to the proposed tour dates** with the information listed in under Scheduling Guidelines.
- The Assistant Director/Operations Manager will determine whether the requested tour date, time, and duration can be accommodated on the University Museum schedule/calendar, and sufficient Museum staff are available to conduct the requested tour, and provide **preapproval** via email to the Requestor/Organizer.
- Requestor/Organizer will be notified of **final approval** by the Assistant Director/Operations Manager upon receipt of completed and signed *WNMU Museum Tour Agreement and Scheduling* and *WNMU Museum Visitor Code of Conduct* forms **at least 3-months prior to the proposed tour date**. Failure to provide completed forms as requested may result in cancellation of the tour.
- Tour Groups will be scheduled<sup>5</sup> between 9:00 a.m. and 3:00 p.m. Mondays through Fridays, with the exception of University Holidays and Closures, and WNMU Museum Events. Requests to accommodate Tour Groups on Saturdays or Sundays will be accommodated only on a case-by-case basis<sup>6</sup>.
- The Requestor/Organizer must provide all contact information, including name, phone number (preferably a cell phone), email, and address.
- All Tour Groups have a required Museum Services Contribution since additional University Museum staff will be necessary for a pleasant and engaging visitor experience (for more information see Museum Services Contribution section below).
- Tour Group participants and staff must adhere to the WNMU Museum Visitor Code of Conduct. The Tour Group guide/staff are asked to ensure all tour participants and staff have read and understood the WNMU Museum Visitor Code of Conduct and the guidelines provided in this document prior to the tour.

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<sup>4</sup> Examples include, but are not limited to, museums and other organizations using tours for fundraising; educational tour groups such as Elderhostel and like groups; for profit tour operators; tours associated with conferences

<sup>5</sup> Depending on staff availability, and campus and museum calendars

<sup>6</sup> Depending on staff availability, and campus and museum calendars.

### Scheduling Guidelines

1. Prior to scheduling a tour group or making a request, please examine the University's calendar for closures and holidays ([https://wnmu.edu/wp-content/uploads/sites/61/2018/03/2018-2021\\_.pdf](https://wnmu.edu/wp-content/uploads/sites/61/2018/03/2018-2021_.pdf)).
2. *For groups of 20 or more (including staff)*, the Requestor/Organizer (teacher/professor/principal investigator) must contact the Assistant Director/Operations Manager via email at [Stacey.Heim@wnmu.edu](mailto:Stacey.Heim@wnmu.edu) or phone (575) 538-6384 **at least 1-year to 10-months prior to the proposed tour dates** with the information listed below.

*For groups under 20 (including staff)*, the Requestor/Organizer (teacher/professor/principal investigator) must contact the Assistant Director/Operations Manager via email at [Stacey.Heim@wnmu.edu](mailto:Stacey.Heim@wnmu.edu) or phone (575) 538-6384 **8-months to 6-months prior to the proposed tour dates** with the information listed below:

- a. The proposed dates for the tour. When scheduling, please have multiple dates available to ensure the University Museum can accommodate your request. In order to ensure the visitor experience is exceptional, the University Museum will not schedule multiple group tours on the same date and time since consideration must be given to the acoustics of the University Museum's home, historic Fleming Hall.
- b. The size of the group.

**Hint:** The ideal tour group size is 15-20 people to ensure a safe, pleasant, and engaging educational and learning experience. For groups exceeding twenty (20) people consideration must be given to the acoustics of the University Museum's home, historic Fleming Hall, and a larger contingent of University Museum staff will be necessary for a pleasant and engaging visitor experience.

- c. The number of participants and staff expected.
- d. Whether the Tour Group has a particular interest or focus. Tours can be tailored to focus on particular permanent exhibitions or short-term exhibitions currently on display.
- e. Any special needs or accommodations.
- f. Contact information of Requestor/Organizer (name, cell phone, landline phone, address).

### Museum Services Contribution for Tour Groups<sup>7</sup>

A Museum Services Contribution to the University Museum of **\$10 per person**, including tour group staff and guide, is required for all tour groups since additional University Museum staff will be necessary for a pleasant and engaging visitor experience. Included in the donation is a 1-hour to 1.5-hour docent-guided tour of the permanent exhibitions on the Main Floor of the Grand Exhibition Hall, and the Science Classroom and Visible Collection Rooms on Level 2.

A Museum Services Contribution paid by check must be made out to the Western New Mexico University Foundation with the notation "WNMU Museum" in the memo line. The WNMU Foundation will respond with a letter regarding your contribution.

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<sup>7</sup> This fee is applicable in instances where the Assistant Director/Operations Manager or the Museum Weekend Manager is assisting a Scholar attached to a Tour Group in the absence of the Director. The latter occurs when the Tour Group Operator/Organizer has requested a Director-led VIP Tour, but the Museum Director is not available.

### Director-led VIP Tours

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 group, are provided with deeply personal individual experiences.

*Requests must be made in writing to the University Museum Director & Archaeologist, Dr. Cynthia Ann Bettison, RPA, at least 18-months in advance<sup>8</sup> of the proposed tour dates and prior to making any overnight arrangements. Requests will be accommodated on a case-by-case basis according to the schedules of the University Museum Director, University Museum, and University.*

**Hint:** When scheduling, please have multiple dates available to ensure the University Museum Director, University Museum, and University calendars can accommodate your request. In order to ensure the visitor experience is exceptional, the University Museum will not schedule multiple group tours on the same date and time since consideration must be given to the acoustics of the University Museum's home, historic Fleming Hall.

### Director-led VIP Tour FAQs/Scheduling Guidelines

- 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 group, are provided with deeply personal individual experiences.
- These tours provide an in-depth Scholar-led tour of the permanent collections and collection area and are provided by special request only.
- Requests must be made in writing to the University Museum Director & Archaeologist, Dr. Cynthia Ann Bettison, RPA ([Cynthia.Bettison@wnmu.edu](mailto:Cynthia.Bettison@wnmu.edu)), **at least 18-months in advance of the proposed tour dates and prior to making any overnight arrangements.**
- Requests will be accommodated on a case-by-case basis according to the availability of the schedules of the University Museum Director, University Museum, and University. The University Museum Director's calendar is scheduled out 18-months to 2-years in advance.
- Director-led VIP Tours are scheduled<sup>9</sup> on Saturdays or Sundays with the exception of University Holidays and Closures, and WNMU Museum Events. Tour time can begin as early as 8:00 a.m. and no later 1:00 p.m. on these dates based on the type of tour requested and number of participants. Requests to accommodate Director-led VIP tours during weekdays will be accommodated on a case-by-case basis<sup>10</sup>.
- There are two types of Director-led VIP Tours:
  - *Type I*<sup>11</sup> is an up to 2-hour tour of Fleming Hall, Grand Exhibition Hall permanent exhibitions focused on prehistoric pottery, and Visible Collection Rooms. Requestor/Organizer should set aside approximately 3-hours to enable participants to view exhibitions independently.
  - *Type II* is an up to 1.5-hour tour Grand Exhibition Hall permanent exhibitions focused on prehistoric pottery in preparation for an approximately 1.5-hours of hand-on experience component.
    - Maximum group size is 15, including all tour group staff and external scholar, for a hands-on experience component. Requestor/Organizer should set aside approximately 3.5-hours to enable participants to view exhibitions independently.

<sup>8</sup> The University Museum Director's calendar is scheduled out 18-months to 2-years in advance.

<sup>9</sup> Depending on Museum Director, Campus, and Museum calendar and staff availability.

<sup>10</sup> Depending on Museum Director, Campus, and Museum calendar and staff availability.

<sup>11</sup> Archaeological Field Schools fall under Type I Director-led VIP Tours, and are FREE (no Museum Services Contribution or Scholar's Honorarium).

- Groups larger than 15 people will be reduced to sub-groups containing a maximum group size of 15 to provide separate hands-on experience component. Requestor/Organizer should set aside approximately 4-hours for groups larger than 15 to ensure each sub-group has the same hands-on experience. This also allows participants to view exhibitions independently.
- Due to the nature of Director-led VIP Tours a separate Museum Services Contribution to the WNMU Museum and a Scholar’s Honorarium for the University Museum Director are required<sup>12</sup>. For more information, please see Museum Services Contribution and Scholar’s Honorarium sections below.

Museum Services Contribution for Director-led VIP Tours, Type I and Type II

A separate Museum Services Contribution to the University Museum is required for all Director-led Tour groups (based on number of participants) to defray the expenses related to preparation by and additional University Museum staff to ensure a pleasant, engaging, and meaningful visitor experience for Director-led VIP tour participants.

A Museum Services Contribution paid by check must be made out to the Western New Mexico University Foundation with the notation “WNMU Museum” in the memo line. The WNMU Foundation will respond with a letter regarding your contribution.

The required contribution to Western New Mexico University Museum is:

<b>Number of Individuals**</b>	<b>Requested Donation to University Museum</b>
1 to 4	\$300
5 to 10	\$450
11 to 15	\$500
16 and over	\$600

Scholar’s Honorarium

The Scholar’s Honorarium recognizes the Museum Director’s expertise, knowledge, time, effort, and commitment in preparation and presentation such that participants will have a memorable and meaningful once in a lifetime experience. The Scholar’s Honorarium is based on the type of Director-led Tour, duration, and number of participants (including tour staff/scholar), extensiveness of hands-on component, and specific requests.

Requestor/Organizer must inquire directly with the Museum Director at [Cynthia.Bettison@wnmu.edu](mailto:Cynthia.Bettison@wnmu.edu) or (575) 538-6384 **at least 18-months in advance of the proposed tour dates and prior to making any overnight arrangements.** It is requested that the Requestor/Organizer provide a series of potential dates since the Museum Director’s calendar is scheduled up to 2-years in advance.

Please inquire separately for lectures, presentations, or Scholar-led field experiences.

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<sup>12</sup> The Director retains the right to adjust the Museum Services Contribution and/or waive the Scholar’s Honorarium.