



MUSEUM OF TEXAS TECH UNIVERSITY

Operating Policy

M/OP 15.1: Museum Visitation Policy

Date: December 2013

Purpose: The Museum Visitation Policy clarifies proper museum behavior and guidelines for visitors to the Museum of Texas Tech University or Lubbock Lake Landmark. The guidelines are intended to protect the Museum's collections and encourage an enjoyable experience for all visitors.

Review: The Director's Advisory Council shall review this policy in odd-numbered years, or sooner as necessary, with recommendations forwarded to the Executive Director.

POLICY

Entrance Fee

The Museum of Texas Tech University is free to visitors. Donation boxes are located in the main Museum lobby, Sculpture Court, and in the main lobby of the Lubbock Lake Landmark visitor center for any visitor wishing to make a contribution.

Food/Drink

Food and drink are not allowed in any Museum gallery or in the Moody Planetarium. The Museum of Texas Tech University does not have a restaurant or café on site. Visitors may bring a picnic or sack lunch to enjoy outside on benches, the lawn, or designated picnic shelters. Visitors must dispose of their food and open beverages before entering the Museum buildings.

Photography/Video

Unless prohibited by a lending institution's or traveling exhibition service's contract, photographing, videotaping, and making of images of or within the Museum is permitted for the private use of visitors, so long as it is in the nature of a souvenir snapshot. No subsequent use for commercial, political, or religious purposes may be made of those images. In an effort to protect all parties, Museum Security or Landmark staff has the authority to question individuals or groups as to the nature and purpose of their activities

and/or the equipment they carry while at the Museum. Use of bright photography lights, flash, and tripods in the galleries is prohibited, except by staff members displaying a valid Museum identification badge in the exercise of their job.

Touching the Objects

To ensure the safety and protection of the Museum's collections, visitors are not allowed to touch objects. The oils that are on hands and in skin can damage the Museum's objects; all objects are capable of being damaged. Visitors are expected to comply with instructions regarding objects on display as given by signage or verbally by Museum staff or docents.

The Museum offers visitors interactive areas that provide active participation or hands-on learning opportunities.

No climbing is allowed on sculptures.

Horseplay

Running, shoving, pushing, and other physical activity by visitors can damage museum objects and endanger visitor and staff safety. Museum Security or Landmark staff has the authority to ask anyone behaving inappropriately to cease such activities and, if they persist in such behavior, to instruct the offenders to leave the premises.

Noise/Cell Phones

People visit museums for a variety of reasons. Visitors should be considerate of others and avoid disruptive noises. Visitors should refrain from having loud, disruptive phone conversations while in the galleries.

Sketching/Drawing

Visitors may write down notes or sketch in the galleries using dry media, such as No. 2 pencils. Ink pens, markers, crayons, and permanent writing utensils are not allowed in the galleries. Visitors should refrain from leaning against walls or display cases while sketching. Museum Security or Landmark staff has the authority to ask anyone behaving inappropriately to cease such activities and, if they persist in such a behavior, to instruct the offenders to leave the premises.

Tobacco

As described in Museum Operating Policy 1.8 (Tobacco-Free Environment) the Museum of Texas Tech University is a tobacco-free environment. Smoking and other uses of tobacco products are only permitted where described in that M/OP.

Service Animals

In any Texas Tech University building, all animals are prohibited from being kept, harbored, or maintained with the exception of laboratory animals, animals used for teaching and research purposes, police K-9s, or the recognized mascot of Texas Tech University. Guide dogs for the visually impaired and service animals for persons with other disabilities are permitted. Service animals are defined in Section 7 of Texas Tech University Operating Policy 34.22 (Establishing Reasonable Accommodation for Students with Disabilities) as animals that are needed to perform a necessary function that cannot otherwise be performed by a person with a disability. Companion animals needed for the sole purpose of comfort, or anxiety or stress reduction are not allowed in any Texas Tech University building.

Museum Security or Landmark staff may inquire if the animal is a service animal required for a disability; if so, then the service animal will be permitted inside but monitored. If not, Museum Security or Landmark staff has the authority to ask the visitor to remove the animal from the premises. If an admitted service animal demonstrates that it is not housebroken, becomes out of control, or compromises a legitimate safety requirement, Museum Security or Landmark staff shall call the University Police Department, that pursuant to University OP 61.38 (Animals in Texas Tech Buildings) has been designated to enforce provisions for the removal of animals.

Animals with visitors at the Lubbock Lake Landmark must be on a leash and are restricted to the grassy areas and the public parking lot (including the picnic tables). Leashed or unleashed animals are not permitted in the native-prairie environment.

Bag/Coat Check

Backpacks, large purses, and briefcases are not permitted in the Museum's galleries at any time except by a staff member displaying a valid Museum identification badge in the exercise of their job. Lockers are provided at no cost for visitors in the Museum's main lobby. The Museum reserves the right to ask Museum employees, students, and visitors to inspect visually purses, briefcases, and packages as they enter and leave the premises.

Accessibility

All indoor public areas of the Museum of Texas Tech University and the entrances to them are wheelchair accessible. Two of the three trails at Lubbock Lake Landmark are also wheelchair accessible. Wheelchairs may be requested at the time of a visit from Museum staff. Wheelchairs are available on a first-come, first-served basis and are complimentary.

Wi-Fi Internet

Public access to Wi-Fi Internet is available in any area of the Museum building to any individuals with eRaider credentials.