



MUSEUM OF TEXAS TECH UNIVERSITY

Operating Policy

M/OP 16.2: Gallery Tours and Talks

Date: December 2013

Purpose: To clarify under what conditions gallery tours and talks may be permitted to take place.

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

POLICY

Museum exhibits are designed with several goals in mind—best means of offering a storyline, best means to display while protecting artifacts, and the best means of facilitating the access of visitors through the space and providing suitable rest areas in larger exhibits or to view visual media. Exhibit design also takes into account the programming needs of the space for tours and talks. The Curator of Exhibits is charged with appropriate consultations with the Executive Director, the Assistant Director for Operations, the contributing curator(s), and the Curator of Education as appropriate to account for each division's interests during the design process.

Gallery tours, talks, and trainings by authorized personnel may be scheduled by the Education Division. Except in unusual circumstances, or if the exhibit design originally included it, any education programs are intended to use the space as installed. Exceptions to this, including requests for the installation of chairs, stools, benches, or other seating and/or the use of podiums or audio systems, must be approved at least fourteen (14) days in advance by the Curator of Exhibits and the Assistant Director for Operations.

Educational programs designed to last longer than twenty minutes or those that include the use of audio/visual media should be scheduled for a regular presentation space through the Education Division or Operations Division as appropriate. This aim is to minimize any issues about setting up a gallery as a program venue when the exhibit design does not accommodate that use. Walking tours and talks in a gallery are highly appropriate and encouraged.