

# the Davis.

DAVIS MUSEUM AT WELLESLEY COLLEGE

## Guidelines for Teachers and Visiting School Groups

### Reservations and Logistics

Groups have the option of guided or self-guided tours of the permanent collection and/or special temporary exhibitions. Please visit <http://www.wellesley.edu/davismuseum/whats-on/current> to preview current and upcoming special exhibitions.

Guided tours of the Davis are led by specially trained Student Guides and are offered during open hours during the school week, Tuesday – Friday, 11am – 5pm. Tours are inquiry-based and may include participatory activities. Tours typically last 45 – 60 minutes.

Admission to the museum and guided tours are free of charge. Subsidies for school bus transportation are also available by application. For more information, please visit <http://www.wellesley.edu/davismuseum/visit/tours/bus-rental-request>.

Please make a reservation for your tour at least two weeks in advance to ensure tour guide availability. To schedule your tour, fill out the tour request form available on the Davis's website at <http://www.wellesley.edu/davismuseum/visit/tours/tour-reservations>.

For questions or to discuss specific tour options, please contact Arthurina Fears, Manager of Museum Education and Programs, at [afears@wellesley.edu](mailto:afears@wellesley.edu) or by calling 781-283-3045.

### Preparing for Your Visit

Great field trips start in the classroom! Discussing your upcoming trip to the Davis with your students both creates excitement and sets expectations for proper behavior. It is often helpful to discuss what an art museum is, what it does, and how it differs from other types of museums (science, history, etc.) before your trip.

We also recommend talking to students about the types of objects they might encounter during their visit by showing them images from our collection. These are available by searching our online collections database, located at <http://www.wellesley.edu/davismuseum/explore-the-collections>. We are happy to help you plan pre- and post-visit activities in addition to your tour –just ask!



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## Name Tags

Please provide students with nametags worn prominently on their upper torsos; this will facilitate conversation with the Student Guides.

Most importantly, please discuss the following museum rules with your students prior to your visit:

## Museum Rules

- Please do not touch the art. Even clean hands have natural oils on them that can damage the surface of the artwork! Our objects are special, and we want to preserve them for future generations to enjoy for years to come. Similarly, please stand at least an arm's length away from the artwork, and do not lean on the walls or pedestals.
- Please no food, drink, or chewing gum in the galleries. This includes bottled water. A water fountain is available in the lobby for your convenience.
- The lobby may not be used for lunch or snack breaks; however, the Davis Plaza is a great space for these activities, weather permitting.
- Backpacks, packages, umbrellas, and handbags larger than 15" x 18" must be left at the front desk or in the coat rack area before entering the galleries. Please also leave your coats in the lobby unless they are being worn.
- To keep people and objects safe, please no running, jumping, or horseplay.
- Only objects owned by Wellesley College can be photographed. Please check the label or ask a security guard for assistance if you are unsure. Flash photography, artificial lighting, and tripods are not permitted in the galleries.
- Please ask your students and chaperones to refrain from bringing their cellphones into the galleries, as these can create distractions for both the group and the Student Guides.
- For students taking notes or making sketches, note that only graphite pencils are allowed in the galleries (no pens or markers). To avoid accidents, please do not point at the art with your pencil.
- During the tour, students needing to use the restroom must be accompanied by a chaperone. We suggest asking students to use the restrooms in the lobby before beginning the tour.



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- Ask students to be prepared to share their thoughts and to have fun! Our tours are designed to encourage conversations about the art on view. However, please remind students to use their “inside voices” so that we may respect the experiences of other visitors to the museum.

## Chaperones

Chaperones are valuable partners in creating a successful school group visit. Please review the museum rules with your chaperones prior to visiting. Chaperones are expected to help keep students focused on discussions and activities led by the Student Guides, and to notify the Guides or security guards to potential medical or behavioral emergencies. Please notify museum staff of any known medical or behavioral issues prior to the visit, if possible.

*Please be aware that if you do not bring the required amount of chaperones, we may need to reschedule your tour.* Please give a copy of the enclosed Chaperone Guide to each of your chaperones. It provides helpful hints for a successful visit. Help us by dividing your classes into chaperone groups prior to arrival. Please remind chaperones that they are expected to take an active role in monitoring student behavior. Students must stay with chaperones at all times.

The maximum number of students allowed per chaperone (teachers, parents, or adults) is as follows:

- Grades K – 2: 8 students per chaperone
- Grades 3 – 8: 15 students per chaperone
- Grades 9 – 12: 20 students per chaperone

## Food

No food, gum, or water is permitted in the galleries. However, students may eat lunches outdoors on the plaza outside the museum or elsewhere on campus. It is not possible to eat at the Davis.

## Questions

Please contact the Manager of Museum Education and Programs at [afears@wellesley.edu](mailto:afears@wellesley.edu) or (781) 283-3045.

**Thank you in advance for following these guidelines. We look forward to seeing you and your class at the Davis!**

