



202 E 6th Street
Bloomington, IN 47408
812.332.2517

www.monroehistory.org/learning

Andrea Hadsell, Education Manager

MUSEUM MANNERS

1. Be curious
 - a. Questions are great, please ask many of them.
 - b. Learn as many new things as you can!
2. Be kind to each other, our museum guides, and our artifacts
 - a. No gum, food, or drinks are allowed in the galleries.
 - b. We value the safety of our visitors and artifacts, so please don't run inside.
 - c. Please ask before touching.

DAY OF TOUR PHONE NUMBERS

If you are going to be late, please call 812.332.2517.

STARTING YOUR TOUR

Jackets and Lunches: These items may be stored on the coat rack at the museum located in the Education Room. The museum is not responsible for items lost or stolen, please encourage visitors to leave valuables at home.

Parking: Parking at the museum is limited. Please encourage chaperones to carpool if they are not traveling from the school. Once they arrive they can utilize metered parking at the lot at 6th and Lincoln. More details can be found at: <https://monroehistory.org/hours-admission-parking/>

Clothing: Museums are typically kept at approximately 68 degrees, visitors are encouraged to wear a sweater or hoodie if they are prone to being cold.

NAME TAGS/GROUP SIZES

Our tours are highly conversational. We encourage students to wear a name tag so more meaningful dialogues can develop. This can be as simple as a piece of masking tape with their name in marker.

In most cases of large group sizes, we will divide students between two gallery guides; usually we do this by classroom. Within each group we will ask the children to get into smaller groups of three or four. If you would like to assign them ahead of time that is always appreciated.

CELL PHONES

Please refrain from using cell phones during the tour. If an adult must take a call or text during the tour, we ask that he or she steps outside the gallery to avoid distracting the students and the museum staff.

PHOTOGRAPHY & VIDEO

The Monroe County History Center welcomes visitors to take photographs or digital images for personal, non-commercial use, unless otherwise noted. Excessive flash, tripods and monopods are not allowed.

Photography may be restricted in some areas; these instances will be clearly marked with "No Photography" notices.

Prior written permission from the MCHC is required for:

* All filming or photography for commercial or media use

- * Reproduction or sale of photographs
- * Publication of images in print or electronic form

SAFETY

Teachers and/or chaperones are responsible for the first aid care of their students. Even though we discourage backpacks in the museum galleries, we make an exception for First Aid backpacks. In case of emergency, museum staff will contact 911.

The Monroe County History Center maintains a written emergency policy and procedure guide. In the event of a tornado or severe thunderstorm you may be directed to appropriate shelter. Please follow all directions issued by your guide or the museum staff.

DISABILITY ACCOMMODATIONS

If you have students with disabilities and need assistance, special arrangements can be made to accommodate most needs. Please contact the Education Manager at 812.332.2517 or education@monroehistory.org to make arrangements.

FEEDBACK ABOUT YOUR VISIT!

We hope that you will share your thoughts and feelings about your MCHC experience. We are always wanting to improve the museum experience for you and your students. Please take a few moments to send us your feedback through this survey: <https://www.surveymonkey.com/r/MXVMW33>