

## EDUCATOR GUIDELINES

**Please review the information below before your scheduled visit to the museum.**

The Cantor Arts Center at Stanford University invites you and your students to explore the world and its cultural heritage through our collections and exhibitions. The art on view connects to literature and language, history, social studies, and religions of the world, as well as to mathematics, the sciences, and technology. The museum welcomes groups of all ages and abilities to visit the galleries on their own or with a docent, sketch in the galleries or on the grounds, and enjoy a picnic in the adjacent Rodin Sculpture Garden.

This document will acquaint you with essential information to ensure the success of your visit. Keep it handy for continued reference. Additional information on current and upcoming exhibitions, programs, and events can be found on the Cantor Arts Center website: [museum.stanford.edu](http://museum.stanford.edu).

### PREPARING TO VISIT

Four weeks in advance

- Prepare your class or group for the museum visit.

Three weeks in advance

- Confirm your transportation and chaperones. Share the Chaperone Guidelines with all of your chaperones.

Two weeks in advance

- A Cantor Arts Center educator will contact you to confirm details and ask a few questions about your class, your curriculum, and any special requirements your group may have.

Visit Day

- Before arriving at the museum, divide students into groups of 10. Reminder: the ratio of chaperone/educator to student is 1:10. Provide each student, chaperone and educator with a name tag with his or her first name written in large letters.
- Due to the number of groups scheduled throughout the day, we ask that you arrive at your scheduled time. If you anticipate that your group will want to explore the museum after

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your docent-led visit, please contact [cantortours@stanford.edu](mailto:cantortours@stanford.edu) or call 650.723.3469 as soon as possible.

## **VISIT GUIDELINES**

Museum rules are posted on the Cantor Arts Center website at [museum.stanford.edu/visit/protocol](http://museum.stanford.edu/visit/protocol) and on the museum map available in both entrance lobbies.

If you plan drawing or writing activities, note that only pencils (no pens, charcoal, or wet media) and paper up to size 18" x 24" are allowed. Bring clipboards or pads for each person, and avoid leaning on walls or pedestals for support. Do not plan a writing activity during a docent-guided tour.

Food, drink, gum-chewing, smoking, umbrellas, easels, tripods, selfie-sticks, backpacks (including rigid baby backpacks), and bags larger than 12" x 12" are not allowed. These items, as well as coats and jackets, may be checked at the coatroom near the main lobby. Essential medical supplies should be placed in a bag smaller than 12" x 12".

Photography (no flash) is allowed for personal, non-commercial use only. No tripods or selfie-sticks are permitted in the galleries. Sometimes, there are photography policy exceptions – please consult signage in the galleries or ask a security officer about the photography policy if you are unsure. We strongly encourage school groups to bring only one camera on their visit.

Please refrain from talking on your cell phone.

The Cool Café is an intimate venue for individuals and small groups. Only food purchased at the Café may be consumed there. K-12 Groups may enjoy bag lunches outdoors.

Some works in the museum may contain content or ideas of an adult nature. We encourage you to speak with a Cantor Arts Center educator prior to your visit about adult content in the galleries.

Gallery closings: The museum cannot guarantee access to all galleries at all times.

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Please do not touch the artwork. You can use the following activity to help students understand why it is important not to touch the artwork on display.

Take two small pieces of rough white paper and pass one of them around the classroom. Ask each student to rub it. After everyone has touched the paper, compare it to the piece that was not passed around. Point out that tens of thousands of people visit the Cantor Arts Center each year and imagine the damage that might occur to art objects if everyone touched them!

### **GENERAL INFORMATION**

Public Hours: Wednesday – Monday, 11 am – 5 pm. Thursday, 11 am – 8 pm. Closed Tuesday.

Admission to the museum is always FREE. Docent-led K-12 Group Visits are free to schools and non-profit organizations.

Accessibility: The Cantor Arts Center is wheelchair accessible throughout the building, including restrooms, galleries, and the Café. Wheelchairs are available without charge at the museum's entrances. Gallery stools are available by request. If you require assisted listening devices or sign language interpretation for Group Visits, please advise the Education Department in advance of your visit.

### **Directions**

Depending on your group size, K-12 Groups meet outside on the steps at the museum's entrance or in museum's main lobby facing Lomita Drive at Museum Way. A Cantor Arts Center educator will confirm where you will meet your docent/s.

From Highway 101: Take the Embarcadero exit west and cross El Camino Real. Stay in the left lane as you cross El Camino. The street becomes Galvez Drive. Turn right on Campus Drive. Turn left on Palm Drive and continue until the next intersection, which is Museum Way. Turn right on Museum Way and you will be facing the main entrance to the museum.

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From Highway 280: Take Alpine Road exit east. Turn right on Junipero Serra, then left on Campus Drive West. Follow Campus Drive until you reach Palm Drive. Turn right on Palm Drive, continue to Museum Way. Turn right on Museum Way and you will be facing the main entrance to the museum.

Public Transportation: Stanford University is accessible by numerous public transportation agencies including Caltrain, Santa Clara Valley Transportation Agency, SamTrans, Bay Area Rapid Transit, Altamont Commuter Express, Dumbarton Express, and the East Bay Express. Please visit the Stanford Transportation website <http://transportation.stanford.edu> for current schedules and information. The Stanford Marguerite, a free weekday shuttle system, picks up and delivers passengers to and from nearby public transportation stations and university locations, including the Palo Alto Caltrain Station, Cantor Arts Center, Rodin Sculpture Garden, and Papua New Guinea Sculpture Garden. Marguerite shuttle information can be found at the Stanford Transportation website.

### **Parking**

A limited number of pay parking spaces are available in front of the museum on Lomita Drive. Parking in most areas is free after 4 pm and on weekends.

Buses may drop off visitors at the main entrance and park off Campus Drive at Stock Farm Road.

### **What happens if your group is running late?**

If your group arrives late, your program will be shortened accordingly, finishing at the originally designated time. Groups more than thirty minutes late may be cancelled and may enter the museum during public hours for a self-guided visit.

### **What if you need to cancel your tour?**

Please contact [cantortours@stanford.edu](mailto:cantortours@stanford.edu) or call 650.723.3469 as soon as possible.