

POLICY FOR ADMISSION TO ADMINISTRATIVE OFFICES

Any visitor wishing to see a staff member in the administrative offices should generally have an appointment.

But whether an appointment was made or not, staff at the Visitor Services Desk or Security Desk in the lobby should always call the staff member the visitor wants to see to announce his or her arrival and to determine how the staff member wants to manage this visitor:

- If he or she should be admitted through the security gate.
- If the staff member prefers to see the visitor downstairs.
- If the staff member or staff member's representative wishes to come downstairs and personally escort the visitor upstairs.
- If the visitor should be given a message or anything else.

This policy about notifying staff members applies to all individuals visiting the Museum who are not currently on staff at the Museum, including staff family members, volunteers, staff of the Charles Hosmer Morse or Elizabeth Morse Genius foundations, trustees, nonemergency police and firemen, etc.

If the staff member wishes to have the visitor come upstairs, a Security Officer must see that he or she signs the visitor's book before entering and upon exiting the area beyond the gate. Only current staff and members of the Charles Hosmer Morse Foundation and Elizabeth Morse Genius Foundation boards may be admitted to administrative offices without signing in and out at the Security Desk.

Approved by the Board of Trustees
25 April, 1996
Revised 24 March, 1997
Revised 4 November, 2013