

# Museum Photography and Bag Policy

This policy outlines the guidelines for photography, videography, and personal belongings within the Museum and on its grounds. Our goal is to ensure the preservation of our collections, the comfort and safety of all visitors, and an enjoyable experience for everyone.

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## Personal Belongings and Bag Policy

To protect our artifacts and provide a clear, safe flow for all visitors, we enforce the following bag policy:

- **Allowed Bags:** Visitors may bring small personal bags into the galleries, such as a standard purse.
- **Prohibited Bags:** Backpacks and bags larger than a standard purse are prohibited in all gallery spaces.
- **Storage:** We encourage visitors to leave large bags at home or in their vehicles. With limited capacity, space behind the admissions desk may be available for temporary storage; however, items left there are at the owner's risk.
- **Exceptions:** Exceptions may be made for medical necessities (e.g., insulin pumps, oxygen tanks)

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## Photography and Videography Policy

We welcome personal photography and videography under the following conditions:

- **Respect Others:** Be mindful of other visitors. Do not obstruct pathways.
- **Staff Direction:** Visitors must immediately comply with any directions from Museum staff regarding photography or videography.
- **No Auxiliary Equipment (without prior permission):** The use of tripods, monopods, selfie sticks, external lights, or other auxiliary equipment is prohibited without prior approval. Handheld cameras or phones only.
  - **Request Process:** Requests for photography or videography that require additional equipment must be submitted to the Museum's Director.
  - **Contact Information:** Please email the details of your project to:  
[wschm@wichitahistory.org](mailto:wschm@wichitahistory.org)
  - **Approval:** Approval is at the sole discretion of the Museum. Priority will be given to ensuring minimal disruption to the public and the security of the collections.
- **Outside Photography is Encouraged:** Visitors are welcome to take photos and videos of the Museum exterior and outside in Heritage Square.
- **Access:** Do not enter restricted areas or attempt to climb on walls, sculptures, or architectural features for photographs.

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Thank you for helping us maintain a respectful and safe environment for our visitors and our collections.