

# MAXWELL MUSEUM OF ANTHROPOLOGY

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## **Educational Programs and Reservation Information**



**For Schools and Community Groups**

Maxwell Museum of Anthropology • Education Division  
MSC01 1050 • 1University of New Mexico  
Albuquerque • NM 87131-0001  
Phone 505.277.2924 • Fax 505.277.1547

<http://maxwellmuseum.unm.edu> • [maxeducation@unm.edu](mailto:maxeducation@unm.edu)

# About the Maxwell Museum of Anthropology

## OUR HISTORY

The Maxwell Museum of Anthropology is Albuquerque's window on human culture and development. Founded in 1932, the Maxwell was Albuquerque's first and, for a time, only museum.

## OUR LOCATION

The Maxwell Museum is located on the campus of the University of New Mexico and is part of the College of Arts and Sciences.

## OUR MISSION

The primary objective of the Maxwell Museum is to foster academic research and thereby to contribute to the growth of anthropological knowledge. Simultaneously, the Museum is dedicated to the education of school children as well as the general public.

## OUR COLLECTIONS

Although the Museum has collections from all over the world, our primary emphasis is on Southwest Archaeology and Ethnology. The Maxwell also maintains the tenth largest repository for human skeletal remains in the United States. Finally, the Maxwell houses a Photo Archive and shares the Clark Field Library with the Anthropology Department.

## PUBLIC OUTREACH

The Maxwell Museum offers public lectures and demonstrations. Our store has a fine selection of Native American Art as well as books, jewelry and cards.

## EDUCATIONAL OUTREACH

The purpose of the Education Division is to bring anthropological concepts and information to the wider public via informal lectures as well as experience-based activities. All educational programs are based on museum collections as well as scholarly research.

## General Information

### PHONE NUMBERS

EDUCATION DIVISION: 277-2924  
ADMINISTRATION: 277-4405  
PUBLIC PROGRAMS: 277-1400  
MUSEUM STORE: 277-3700

### WEB ADDRESS

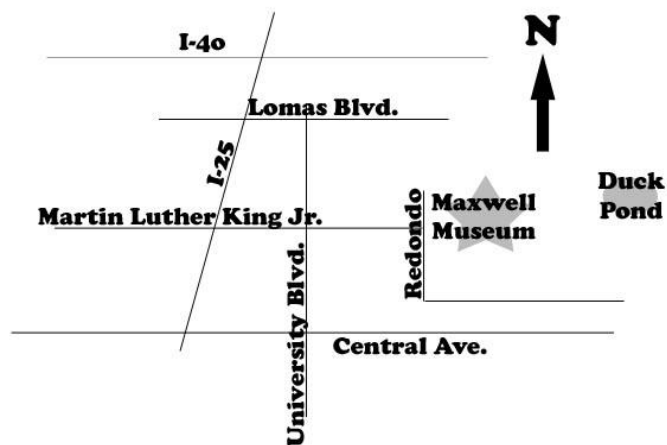
<http://maxwellmuseum.unm.edu>

### MUSEUM HOURS

Tuesday - Saturday: 10am - 4pm

## Location

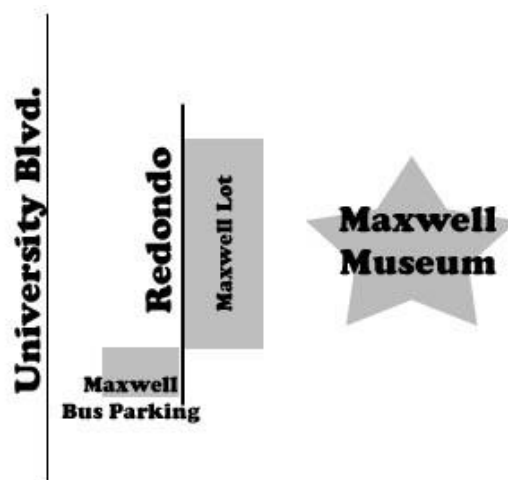
The Maxwell Museum of Anthropology is located on the western edge of the University of New Mexico. It is off of Redondo Drive, just east of University Boulevard, between Central and Lomas. From I-25, take the Martin Luther King exit heading east. Martin Luther King Drive will end on the University campus at Redondo. Go North about one block and the Maxwell will be on your right. Use the South entrance.



## Parking Information

*Parking at the Maxwell is subject to University Policy.*

Due to the limited parking at the University of New Mexico, visitors to the Maxwell are restricted to ONE HOUR of free parking in the Maxwell Museum's lot. There is free parking for school buses. Scheduled tour groups traveling by car may reserve up to five spaces for the duration of the tour only! For more parking information, call the University's Parking Services Department at 277-1930.



# Educational Programs

## **PROGRAMS**

### WHAT IS OUR PROGRAM SELECTION?

There are approximately eleven different programs in our repertoire. The themes are:

- Southwest Archaeology
- Biological Anthropology
- Native American Ethnology
- Hispanic Ethnology
- World Music

We offer Museum Guided Tours, Traveling Trunk Exhibits, and Checkout Kits. **ALL PROGRAMS ARE APPROXIMATELY ONE HOUR IN LENGTH!** Most programs are presented by docents.

### WHAT IS A DOCENT?

A docent is a volunteer educator, traditionally associated with museums. All docents complete extensive training in anthropological content, museum education and communication skills.

## **THE FEES**

### MUSEUM TOURS

\$10.00 per group

### TRAVELING TRUNK EXHIBITS

#### WITHIN ALBUQUERQUE CITY LIMITS

\$15.00 per group

#### OUTSIDE ALBUQUERQUE CITY LIMITS

\$15 per group plus mileage

### CHECKOUT KITS

\$15.00 per two-week loan

**NOTE:** Prices and programs are subject to change without notice.

## **PAYMENT**

Payment is due two weeks upon receipt of invoice once program has been completed.

Please mail check or money order to:

Maxwell Museum of Anthropology  
Education Division  
MSC01 1050  
1 University of New Mexico  
Albuquerque, NM 87131-0001

You may also pay your docent at the beginning or end of your scheduled program. Make sure to include invoice and/or reference invoice # on check.

# How to Schedule an Educational Program

## **RESERVATION POLICY**

### RESERVATION FORM

All programs are by reservation only. PLEASE allow a minimum of two weeks for all scheduling requests.

Call (505) 277-2924 to check availability as traveling trunks book early.

Please complete the following Reservation Form and submit at least 2 weeks in advance by mail, email or fax.

Return completed reservation materials to:

Maxwell Museum of Anthropology  
Education Division  
MSC01 1050  
1 University of New Mexico  
Albuquerque, NM 87131-0001  
Email: [maxeducation@unm.edu](mailto:maxeducation@unm.edu)  
Or Fax: (505) 277-1547

PLEASE NOTE: Reservations are not official until you receive a confirmation notice.

## **GUIDELINES**

### GUIDELINES for Museum Tours

We want your experience to be as positive as possible. Therefore, we limit group size to 30 and we expect four adults to chaperone school groups.

### GUIDELINES for Traveling Trunk Exhibits

In order to have the best possible presentation, we suggest two adults to assist in the activities for all school groups. We limit group size to 30.

### GUIDELINES for Checkout Kits

Our Checkout Kits are available for checkout on a bi-weekly basis. You are responsible for the pick-up and return of all contents.

## **SELF-GUIDED TOURS**

### GUIDELINES for Self-Guided Tours

Although we encourage Museum Guided Tours, we recognize that some will want to tour the museum without a guide. If you wish to bring a group to the museum for a self-guided tour of any of our exhibits, PLEASE CONTACT the Education Division at 277-2924 to ensure that you will not be competing with a scheduled guided tour.

For school groups, we also offer a Children's Museum Workbook that is aligned with our People of the Southwest and our Ancestors exhibits. Please feel free to download those workbooks from our web-site and copy for your students to use during their visit.

Date of Reservation: \_\_\_\_\_

Invoice #: \_\_\_\_\_

**Maxwell Museum Education Program Reservation Form**  
(One form per program request please.)

**Contact Information**

CONTACT NAME

SCHOOL/INSTITUTION

ADDRESS

CITY ZIP

SCHOOL PHONE SCHOOL FAX

HOME PHONE

E-MAIL

**Reservation**

Please reserve the following program for my class:  
(Reservation is NOT official until you receive notice of confirmation). Please select only one activity per trunk.

**Guided Tours (\$10.00/group)**

- Investigating Natural History – Ancestors Tour
- North Gallery Temporary Exhibition Tour
- People of the Southwest Tour

**Traveling Trunks (\$15/group)**

- Ancient Tools & Technologies
- Archaeology Detectives
- Athabaskan Connection
  - w/ paper baskets
  - w/ cardboard looms (add \$10/group)
- Hearth & Home
  - w/ ramillettes
  - w/ tin frames (add \$10/group)
- Instruments from Around the World
- Introduction to Skeletal Biology
- Petroglyphs Along the Rio Grande
  - w/ magnets (add \$10/group)
- Pueblo Pottery
  - w/ yucca paintbrushes
  - w/ clay pot making (add \$10/group)
- Weaving in the Southwest
  - w/ paper mats
  - w/ paper baskets
  - w/ cardboard looms (add \$10/group)

**Checkout Kits (\$15.00/group)**

- China
- Egypt: The Gift of the Nile
- El Agua es Vida: Acequias in New Mexico
- Goat in the Rug (includes looms for 30 students)
- Los Maya
- North by Southwest: Bering Sea Adventures
- Santero Tradition
  - w/ retablos
  - w/ tin frames (add \$10/group)
- Southwest Treasure Box

**Group Information**

**GROUP 1**

TEACHER/GROUP LEADER NAME (if different from contact person)

TEACHER'S PHONE NUMBER

GROUP SIZE AGE/GRADE LEVEL (please specify)

# ADULT CHAPERONES (4 per group is required for tours)

SPECIAL NEEDS (please describe)

DATE FIRST CHOICE TIME

DATE SECOND CHOICE TIME

**GROUP 2**

TEACHER/GROUP LEADER NAME (if different from contact person)

TEACHER'S PHONE NUMBER

GROUP SIZE AGE/GRADE LEVEL (please specify)

# ADULT CHAPERONES (4 per group is required for tours)

SPECIAL NEEDS (please describe)

DATE FIRST CHOICE TIME

DATE SECOND CHOICE TIME

**Transportation**

**We will be arriving by:**

- School Bus/Passenger Van
- Car Pool (limit 4 cars)
- Other \_\_\_\_\_

**Education Staff Only**

GROUP 1: \_\_\_\_\_  
DATE TIME DOCENT

GROUP 2: \_\_\_\_\_  
DATE TIME DOCENT

Confirmation  Invoice  Survey  Paid

Notes: \_\_\_\_\_