



Maidstone Museum and Bently Art Gallery



Learning Team Loans Box Catalogue 2016-17

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How to book and information about loans

Educational organisations (with premises) are welcome to book our loans boxes. To book, please complete the **loan request form** in this document and email, post or hand it to;

museumeducation@maidstone.gov.uk

Maidstone Museum and Bentliff Art Gallery - Learning Team
St Faiths Street
Maidstone
Kent
ME141LH

By making a booking, your organisation is agreeing to the terms and conditions in the loans agreement form in this document. Please do not make a request/booking without first reading this agreement.

A confirmation of your booking will be sent to you. It is advisable to book as far in advance as possible. From time to time, loans boxes may be removed for redevelopment or contents may vary from the list below. Accurate contents will be listed in the box you receive. Boxes contain at least 10 items, except for the Natural History boxes. Additional loans box themes will be added over time and this document periodically updated. For an up to date list please check the website. www.maidstonemuseum.org

Loan Length

Loans are for 5 weeks. Set dates are in place for loans to allow for ease of collection, return checking and reissue.

These are as follows for the year 2016-17;

- Term 1 16/17 Sept to 21/22 Oct
- Term 2 4/5 Nov to 9/10 Dec
- Term 3 6/7 Jan to 10/11 Feb
- Term 4 24/25 Feb to 30 Mar/1 Apr
- Term 5 21/22 Apr to 26/27 May
- Term 6 9/10 June to 14/15 July

Cost and Payment

Loans are charged at £50 per box per 5 week period. Schools will be invoiced at the end of the month in which the loan starts.

Collecting from the Museum

Loans items can be collected from the Museum main reception on *Saturday between 10 - 11am, or on a Friday between 4 -4.45pm on the date agreed in your loan booking.*

If you do not collect your loans items, you will still be charged for your booking.

Loans items should be returned to the Museum main reception on *Saturday between 10 - 11am, or on a Friday between 4 -4.45pm on the date agreed in your loan booking.*

There will be an additional charge for late return of loans boxes.

If you have any unexpected issues with returning the loans boxes, please get intouch with the Learning Officer as soon as possible.

Any damage to specimens, replicas and artefacts will be charged to the school concerned, so that we can purchase replacements



Museum Loan Request

Maidstone Museum & Bentlif Art Gallery
 St. Faith's Street, Maidstone, Kent, ME14 1LH
t. 01622 602838 **(Direct Line: 01622 602853)**
e. museumeducation@maidstone.gov.uk
w. www.maidstonemuseum.org

Please complete the following information when requesting a loans box.

Name		Date	
School/ Organisation			
Address			
L.E.A.		Telephone	
School/ Organisation email			
Contact email			

Loans boxes are subject to availability. Please read conditions of use below. A booking confirmation form will be sent confirming date/time of collection and return. Please note loans are for 5 weeks. The cost for this is £50 per box.

Loans boxes currently available; *Each box contains a minimum of 10 objects, with the exception of the Natural History loans.*

Stone Age 1 – Survival/Tools

Stone Age 2 – Survival/Tools

Egyptians

Inspiring Writing – mixed objects/artefacts; BOX 1

Inspiring Writing – mixed objects/artefacts; BOX 2

Inspiring Writing – mixed objects/artefacts; BOX 3

Fossils

Natural History – taxidermy animals /skeletons – up to 3 per loan

Please select loans box and dates required. Please also include the year group and number of children who you expect to use the box. Dates below are for year 2016-17.

Term 1 16/17 Sept to 21/22 Oct		Term 2 4/5 Nov to 9/10 Dec	
1		1	
2		2	
Term 3 6/7 Jan to 10/11 Feb		Term 4 24/25 Feb to 30 Mar/1 Apr	
1		1	
2		2	
Term 5 21/22 Apr to 26/27 May		Term 6 9/10 June to 14/15 Jul	
1		1	
2		2	

If you have any queries about your loan, please do not hesitate to contact me.

Yours Sincerely

Roz Meredith

Learning and Events Officer

t 01622 602853

e museumeducation@maidstone.gov.uk

CONDITIONS OF USE - SERVICE AGREEMENT

By making a booking a Loan Box you have agreed to abide by the terms and conditions below

- It is a condition of the loan that objects are used for educational use only and not for profit making purposes.
- Due care and diligence must be taken to safeguard the items on loan.
- Items on loan must be locked away when not in use.
- Borrowers are liable for costs of breakages or loss for up to **£150** per box. Damage should be reported immediately.
- Evaluation forms must be completed for each loans box and handed in when returning the loan.
- Loans must be collected and returned on specified days/times
- Late returns will be charged at **£5** per day

When using the Loans Service:

DO:-

- Ensure all objects are handled with care, they are a finite collection.
- Please keep them in a secure place, especially overnight.
- Make one member of staff responsible for orders and sharing information contained within this agreement and other relevant information with colleagues
- Order objects early.
- Handle objects over a table, preferably over a soft surface – one object, two hands. (see further guidelines in the loans box)
- Read any packaging instructions carefully

DO NOT:-

- Display objects/materials in direct sunlight.
- Bury objects in soil / sand, or submerge in water.
- Affix adhesives, labels, sellotape, blue-tack etc to loans or loan cases.
- Attempt to repair damaged objects or modify objects in any way.
- Wear items unless marked for such use.

Natural History Loans

Specimens in the natural history collection that are not suitable for handling are displayed in Perspex boxes which give an 'all-round view' when removed from their carrying cases.

Some boxes are quite large, heavy and difficult to carry.

Please make sure that the Perspex boxes are correctly positioned on the runners within the wooden boxes. If they are transported incorrectly it can damage them.

Collecting from the Museum

- Loans must be collected and returned on specified days/times as agreed when booking.
- Additional fees apply for late returns.

The Learning Team will ensure the following standards

- Loans boxes support the National Curriculum.
- Customer satisfaction is gauged through evaluation.
- Email/Telephone response time is within five working days.

Thank you for borrowing from us.

museumeducation@maidstone.gov.uk

Object Handling Guidelines — Teachers

Before attempting to pick up an object consider the following.....

How delicate is the object?

All museum objects are put at risk when being handled and therefore need to be treated delicately.

Can you tell how delicate the object is by sight?

It is often hard to tell by sight how delicate an object is. Always assume it is more fragile than it appears to be.

Are there any weak points?

Look for signs of cracking, historical repairs, unsafe joints, loose parts or delicate materials. Sometimes the most robust looking objects can disguise weak areas caused by decay or a bad repair that has since degraded.

Where am I going to move the object to...? Is your pathway clear?

If you are involved in moving objects around ALWAYS ensure that you have somewhere to place the object down. A seemingly lightweight object can soon become heavy if you find that your path is blocked or the area where you were going to place your object down is no longer free. Never attempt to lift an object above chest height, even light objects.

Where should I pick the object up from?

Having considered the above, you should now be ready to pick the object up. Hold the object close to your body at waist height using both hands to support its weight. (If an object is in parts, either transport it in a padded container, or carry each item separately....taking two trips.) If the object has a handle—do not use it!

Never attempt to lift an object that is too heavy for you, always ask for assistance.

Object Handling Guidelines — Pupils

-

Ensure your hands are clean before handling the objects.

Handle objects whilst sitting at a table or on the floor.

Only handle one object at a time.

Use two hands to hold the object.

Do not hold the object by the handles or parts that stick out, as these can easily break off.

Do not snatch objects from other people while they are handling them.

Do not walk around with objects.



Loans Boxes and Contents

Stone Age 1 – Survival/Tools

1 Pebble Chopper

1 Flint Blade Knife

1 Sewing Kit

1 Example Board of Cords and Rope

1 Fire Making Kit

1 Saddle Quern

3 Flint Burin Points

4 Flint Microlith Blades (Artefacts)

5 Stone Axe Heads, various sizes (Artefacts)

3 Pieces of Natural Flint

Teacher's Pack

Picture Cards of Objects

Object Recording Form

Timeline

Stone Age 2 – Survival/Tools

- 1 Discoidal Stone Knife (2 pieces)**
- 1 Stone Hand Axe**
- 1 Wooden Digging Stick**
- 1 Miner's Lamp**
- 1 Bow Drilling Kit**
- 1 Shale Stone Drilled Necklace**
- 1 Decorated Mesolithic Pebble**
- 5 Flint Microlith Blades**
- 3 Flint Burin Points (Artefacts)**
- 5 Stone Axe Heads, various sizes (Artefacts)**
- 3 Pieces of Natural Flint**

Teacher's Pack

Picture Cards of Objects

Object Recording Form

Timeline

Egyptians

4 x small green canopic jars

Beaded necklace and bracelet with scarab amulets

2x cat statues – representations of Bastet

7x amulets made of faience

Small pyramid

Small Tutankhamen statue

Small Nefertiti statue

Small Sekhmet statue

Large scarab

Statue of Anubis

Ankh with hieroglyph writing

Shabti

Inspiring Writing 1 – mixed objects/artefacts

Wooden pull along toy

Metal oil lamp

Ammonite

Pair of ballet pumps

Scrubbing brush

Face mask

Large wooden scene plaque

Leather purse/bag

Wooden clothes peg

Roll of tickets

Teacher's Pack

Picture Cards of Objects

Photocopiable Recording sheets x 5

Inspiring Writing 2 – mixed objects/artefacts

Antler

Metal tongs

Flat cap

Artists palette

Door knob

Carved handle wooden spoon

Single juggling ball

Cast iron

Pottery bottle with wooden stopper

Carved wooden mask

Teacher's Pack

Picture Cards of Objects

Photocopiable Recording sheets x 5

Inspiring Writing 3 – mixed objects/artefacts

2x Old pennies

Two shells

Metal hook

Small old doll

Pottery jelly mould

Wooden kitchen utensil

Face mask

Large carved wooden mask

Pottery bottle with wooden stopper

Miners lamp

Teacher's Pack

Picture Cards of Objects

Photocopiable Recording sheets x 5

Fossils

Belemnite

Ammonite

Sharks tooth in stone

Echinoid

Dinosaur Vertebrate

Fern Fossil (1)

Fern Fossil (2)

Plant Fossil

Vertebrate

Cluster of small ammonites

Teacher's Pack

Picture cards of objects

Timelines

Finds record sheets

Fact File cards

Image of Maidstone Slab

Natural History – taxidermy animals, skeletons/bones

up to 3 may be borrowed per loan.

Specimens in the natural history collection that are not suitable for handling are displayed in Perspex boxes which give an 'all-round view' when removed from their carrying cases. **Some boxes are quite large, heavy and difficult to carry.** Please make sure that the Perspex boxes are correctly positioned on the runners within the wooden boxes. If they are transported incorrectly it can damage them

House Sparrows *in Perspex box*

Pine Martin *in Perspex box*

Crocodile Skin

Marmoset skeleton *in Perspex box*

Red Squirrel *in Perspex box*

Grey Squirrel *in Perspex box*

Grey Rabbit *in Perspex box*

British Moths *in Perspex box*

Elephant Teeth

Stoat *in Perspex box*

Long tailed Duck *in Perspex box*

British Butterflies *in Perspex box*

Horse skull

Pig Skull

Platypus *in Perspex box*