



# Maidstone Museums

## Learning Team Loans Box Catalogue

### Contents

How to book and information about loans .....	1
Loan Request Form .....	3
Conditions of Use .....	4
Object Handling Guidelines – Teachers .....	6
Object Handling Guidelines – Pupils .....	7
<i>Loans boxes and contents;</i>	
Stone Age 1 – Survival/Tools .....	8
Stone Age 2 – Survival/Tools.....	9
Egyptians.....	10
Inspiring Writing 1 – mixed objects/artefacts .....	11
Inspiring Writing 2 – mixed objects/artefacts .....	12
Inspiring Writing 3 – mixed objects/artefacts.....	13
Fossils .....	14
Natural History – stuffed animals etc .....	15
Toys Through Time .....	16
Mayans .....	17
Greeks/Vikings/Romans ... coming soon	

## 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](mailto: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](http://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 2018-19; (Saturday collection/return dates)

- Term 3 12 Jan to 16 Feb
- Term 4 2 Mar to 6 Apr
- Term 5 20 Apr to 26 May
- Term 6 8 June to 20 July (6 weeks – one week free)

## **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 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 on the date agreed in your loan booking.*

**There will be an additional charge for late return of loans boxes of £5 per day.**

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 Museums – Learning Team  
 St. Faith's Street, Maidstone, Kent, ME14 1LH  
**t.** 01622 602838 **(Direct Line: 01622 602853)**  
**e.** [museumeducation@maidstone.gov.uk](mailto:museumeducation@maidstone.gov.uk)  
**w.** [www.maidstonemuseum.org](http://www.maidstonemuseum.org)



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

Please complete the following information when requesting a loans box. 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, BOX2, BOX 3  
 Fossils  
 Natural History – taxidermy animals /skeletons – up to 3 per loan  
 Toys though Time  
 Mayans  
 Natural History (stuffed stuff)

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 2018-19.

Term 1		Term 2	
1		1	
2		2	
Term 3 12/1 – 16/2		Term 4 2/3 – 6/4	
1		1	
2		2	
Term 5 20/4 – 25/5		Term 6 8/6 – 20/7	
1		1	
2		2	

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

Please note this document is subject to change and updating as required.

Yours Sincerely

**Roz Meredith**

**Learning and Events Officer**

**t** 01622 602853

**e** [museumeducation@maidstone.gov.uk](mailto: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](mailto: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**

**Teacher's Pack**

**Picture Cards of Objects**

**Object Recording Form**

**Timeline**

## **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*

## **Toys Through Time**

**Skipping rope with wooden handles**

**Modern skipping rope**

**Wooden spinning top**

**Beyblades spinning top**

**Old model car**

**Hot wheels car**

**Toy horse**

**Marbles**

**Dominoes**

**Slinky**

**Teacher's Pack**

**Picture Cards of Objects**

**Recording sheets**

**Timeline**

## **Mayans**

**Cocoa Beans**

**Cocoa Pods**

**Painted bowl**

**Worry dolls**

**Stone metate**

**Pakal Head**

**Chacmool**

**Mayan Copal Incense**

**Death and rebirth mask**

**Mayan Maize god**

**Mayan Calendar**

**Teacher's Pack**

**Picture Cards of Objects**

**Object Recording Form**

**Timeline**



**Vikings .... Coming soon**

**Greeks .... Coming soon**

**Romans .... Coming soon**