



2020-21 Maidstone Museums Learning Team Loans Box Catalogue v2.3

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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 email museumeducation@maidstone.gov.uk with the information requested in the Loans request form below.

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 request does not guarantee a loan.

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. <https://museum.maidstone.gov.uk/learn/loans-boxes/>

Loan Length

Loans are for 5 weeks. Set dates are in place for loans to allow for ease of collection, return checking and reissue. This also allows us to quarantine boxes for 72 hours and fully clean the contents before the next use.

These are as follows for the year 2020-21; (Saturday collection/return dates)

Term 1	12 Sept to 24 Oct	(5 weeks + one week free)
Term 2	7 Nov to 19 Dec	(5 weeks + one week free)
Term 3	9 Jan to 13 Feb	(5 weeks)
Term 4	27 Feb to 3 Apr	(5 weeks)
Term 5	24 Apr to 29 May	(5 weeks)
Term 6	12 June to 17 July	(5 weeks)

Cost and Payment

Loans are charged at £50 per box per 5 week period. Schools will be invoiced once the box is returned.

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. Loans must be collected by car and not taken on public transport.* You will be asked to sign a copy of the loan agreement on collection and again on return.

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 in touch 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. Damage should be reported immediately and not left to the time return.



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
w. www.maidstonemuseum.org

Please send 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 is £50 per box.

Name			Date	
School				
Address				
DFE/URN		Telephone		
School email				
Contact email				

Loans boxes: *Each box contains around 7-10 objects, with the exception of the Natural History loans. See detailed information about each box in the pages that follow.*

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 2020-21.

Term 1 12 Sept to 24 Oct		Term 2 7 Nov to 19 Dec	
1		1	
2		2	
Term 3 9 Jan to 13 Feb		Term 4 27 Feb to 3 Apr	
1		1	
2		2	
Term 5 24 Apr to 29 May		Term 6 12 June to 17 July	
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
- Wash hands before and after use.

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.
- Collection should be with a car as boxes contain artefacts and some are heavy. They should not be taken on public transport.

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

Loans during the Covid-19 Pandemic

- When collecting and returning the box you will be asked to sign 2 copies of the loan document. It would be helpful if you bring your own pen to do this to reduce contamination between museum staff and yourself.
- Loans boxes should only be used by the booked 'bubble'. If it is being used by multiple 'bubbles' within a school items should be quarantined for at least 72 hours between uses.
- Boxes are quarantined at the museum between loans for 72 hours and are then cleaned with specialist cleaner. We allow at least one week between loans for this purpose. Please don't clean objects yourself.
- Adults and children should wash and dry their hands before and after handling the objects.
- The Learning Team should be contacted immediately should a Covid-19 outbreak occur in the school whilst the box is on site. In this case we would ask that the box is quarantined in school for 72 hours prior to it being returned to the museum. (time for this should be allowed within the loan period)
- This guidance will be updated in line with government guidelines.

Notes;

- By 'bubble' we mean the class groups, year group or department the school has grouped their students into.
- Quarantine is for 72 hours between return and clean.

Covid 19 research #1:

Surface	Time to no viable virus	
Copper	4 hours = no viable virus	
Cardboard	24 hours = no viable virus	Paper = 3 hrs
Stainless steel	48 hours = $10^{0.6}$ TCID ₅₀ per millilitre of medium	7 days
Plastic	72 hours = $10^{0.6}$ TCID ₅₀ per millilitre of medium	7 days
Glass		4 days
Fabric / Wood		24 hours
	Research taken from: Survival of COVID-19, SARS-CoV-2 on surfaces, Van Doremalen N, Morris D, Holbrook M <i>et al.</i> Aerosol and surface stability of SARS-CoV-2 as compared with SARS-CoV-1. <i>NEJM</i> 2020. <i>The Pharmaceutical Journal</i> , April 2020, Vol 304, No 7936, online DOI: 10.1211/PJ.2020.20207889. doi: 10.1056/NEJMc2004973	Research taken from: Stability of SARS-CoV-2 in different environmental conditions. Open Access Published: April 02, 2020 DOI: https://doi.org/10.1016/S2666-5247(20)30003-3 https://www.thelancet.com/journals/lanmic/article/PIIS2666-5247(20)30003-3/fulltext

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 – box 1

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, Nefertiti statue, Sekhmet statue

Large scarab

Statue of Anubis

Ankh with hieroglyph writing

Shabti

Smell box

Teacher's Pack

Picture Cards of Objects

Object Recording Form

Timeline



Egyptians – box 2 NEW for 2020

4 x small canopic jars

Nile clay amulet necklace

Scarab

Shabti

Ankh

Rosetta stone

Anubis

Nile Clay pot

5 amulets

Mummy and sarcophagus

Teacher's Pack

Picture Cards of Objects

Object Recording Form

Timeline



Egyptians – box 3 NEW for 2020

4 x small canopic jars

Nile clay amulet necklace

Street seller model

5 Amulets

Obelisk

Scarab

Anubis

Nile Clay pot

Shabti

Sphinx

Teacher's Pack

Picture Cards of Objects

Object Recording Form

Timeline



Inspiring Writing 1 – mixed objects/artefacts

(also useful for observational drawing/art inspiration)

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

(we have not put dates or object info with these objects to allow children free reign in their imagination as to their uses etc)



Inspiring Writing 2 – mixed objects/artefacts

(also useful for observational drawing/art inspiration)

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

(we have not put dates or object info with these objects to allow children free reign in their imagination as to their uses etc)



Inspiring Writing 3 – mixed objects/artefacts

(also useful for observational drawing/art inspiration)

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

(we have not put dates or object info with these objects to allow children free reign in their imagination as to their uses etc)



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



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

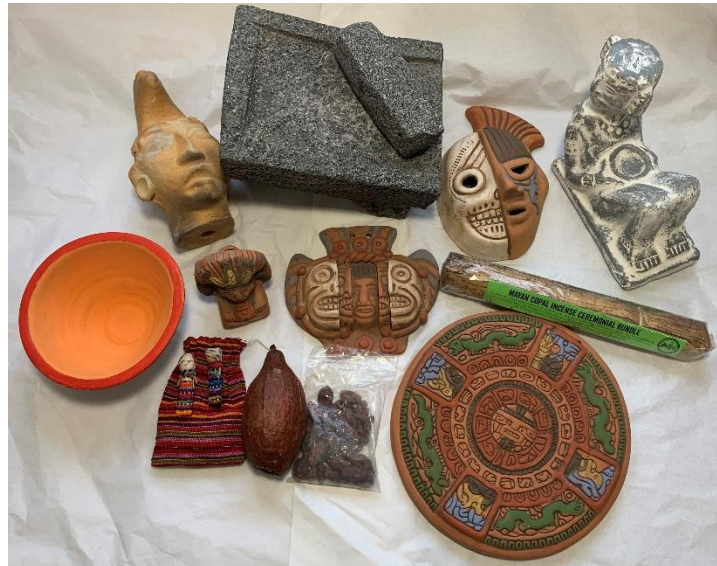
Mayan Calendar

Teacher's Pack

Picture Cards of Objects

Object Recording Form

Timeline



Romans **NEW** for 2020

5 bags of 2 coins (replica)

Roman Oil lamp (replica)

Writing tablet and stylus (replica)

Roman Pottery (replica); Large amphora, small plate, bowl, jug

Roman Sandals (replica)

Mini replica Roman helmet

Roman Shield (small/wooden)

Chain Mail

2x information books

Teacher's Pack

Picture Cards of Objects

Object Recording Form

Timeline



Dinosaurs NEW for 2020

3 large cased dinosaurs;

Iguanodon



Stegosaurus



Triceratops



Information book

Teacher's Pack

Picture Cards of Objects

Timeline

Additional box of resources inc footprints, puppets, game etc

Anglo Saxons 1 NEW for 2020

Pottery cup

Tall pot

Bowl

Bone comb

Horn needle

Bone needle

Carded wool around a distaff

Wool

Small loom weights – whorls

Horn Beaker

Cross Pendant

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets

Timeline



Anglo Saxons 2 NEW for 2020

Goblet

Low pot

Basket

Wool

Comb and spinning whorl

Small loom weights – whorls

Bone needle

Horn needle

Bone comb

Horn bugle

Cross pendant

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets

Timeline



Vikings NEW for 2020

Viking Runes in a bag (24)

Drinking horn

Lucet

Helmet (small replica)

Model longship

Bone spoon

Peg loom

Brooch

Wooden bowl

Belt buckle

Leather bracelet

Viking Myths and Legends book

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets

Timeline



Ancient Greeks NEW for 2020

Miniature Trojan helmet

Leather sandals

Toy Horse

Oil Lamp

Wooden tablet and stylus

Pottery plate

Amphora

Owl pendant

Coins (6)

Greek Column

History Detectives book

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets

Timeline



Minibeasts NEW for 2020

11x real minibeast specimens in resin blocks

9x plastic minibeasts

1x ladybird puppet

Minibeasts bingo game

3x Minibeasts identification card fans

Bug book

British Garden Wildlife book

3x large magnifying glasses

3x large bug pots

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets



WW2 Evacuee NEW for 2020

(note; most documents are laminated for ease of cleaning)

2 x Girl evacuee costumes

1 x Boy evacuee costume

1 x Landgirl costume

Knitted balaclava

1 x small child's suitcase

1 x larger suitcase – this is the 'box' the resources will come in

4 x smell boxes

2 x ration books

6 x luggage ID labels

6 x Identity Cards

Stanley Lodder English composition

4 x A4 posters

Government leaflets; Children's food, Simple repairs, Dig for Victory, Chart of war gases, Evacuation, War Emergency Information.

Visitors record form

War time cookery booklet

Children's Newspaper (*scanned, laminated copy*)

Make do and Mend booklet

Replica KitKat wrapper

Child's gas mask box label

Ration Book Recipes (EH Book)

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets



Benin NEW for 2020

Flag

Bronze leopard

Bracelet

2 x Leopard heads

Gold weights

Armlet

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets

Additional image/info support pack



Ancient Sumer NEW for 2020

2 x Ancient Sumer Plaques (resin)

Tablet showing cuneiform writing

Coins

2 x pottery bowls

1 x pottery jug

Sundial

Fertility figure

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets



Victorians NEW for 2020

Wash tub

Wash board

2x bars of carbolic soap

Stirring stick

Tongs

10 x pegs

Iron

Top and stick (toy)

Hoop and stick (toy)

Slate and chalk

Jacket, Waistcoat and cap

2x Maid costumes

Bonnet

Victorians Book

You wouldn't want to be a

Victorian Servant! book

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets



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.

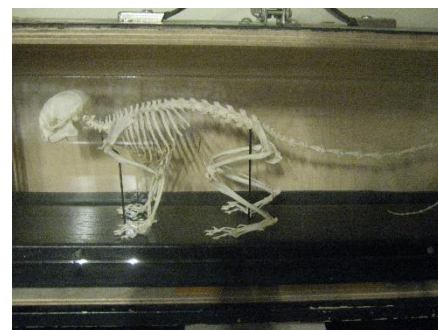
House Sparrows *in Perspex box*



Pine Martin *in Perspex box*



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*



British Butterflies *in Perspex box*



Elephant Teeth



Stoat in Perspex box**Long tailed Duck** in Perspex box**Platypus** in Perspex box**Horse skull****Pig Skull****Crocodile Skin**