



2022-23 Maidstone Museums Learning Team Loans Box Catalogue v4.1

Contents

How to book and information about loans	2
Loan Request Form	4
Conditions of Use	5
Loans during the Covid-19 Pandemic	7
Object Handling Guidelines – Teachers	8
Object Handling Guidelines – Pupils	9
<i>Loans boxes and contents;</i>	
Stone Age – Survival/Tools BOX 1, 2	10-11
Egyptians – BOX 1, 2, 3	12-14
Multi Use box– mixed objects BOX 1, 2, 3 (writing/Art)	15-17
Fossils	18
Toys Through Time	19
Mayans	20
Romans - BOX 1, 2	21-22
Dinosaurs	23
Anglo Saxons – BOX 1, 2	24-25
Vikings - BOX 1, 2	26-27
Ancient Greeks - BOX 1, 2	28-29
Minibeasts	30
WW2 Evacuee	31
Benin	32
Ancient Sumer	33
Victorians	34
Natural History – stuffed animals etc	35-36
Bronze/Iron Age – Box 1,2 (NEW)	37-38
Castles (NEW)	39
Seaside - BOX 1,2 (NEW)	40

Set dates for collection and return of boxes.

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 approx 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 5-6 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 **2022-23**; (Saturday collect/return dates –10-11am)

T1; Saturday 3 Sept to Saturday 15 Oct 2022

T2; Saturday 29 Oct to Saturday 10 Dec 2022

T3; Saturday 7 Jan to Saturday 11 Feb 2023

T4; Saturday 18 Feb to Saturday 1 April 2023

T5; Saturday 15 April to Saturday 27 May 2023

T6; Saturday 3 June to Saturday 15 July 2023

Collection and Return dates are set to allow us to clean/quarantine and repair (if needed) or replace objects.

Set dates for collection and return of boxes.

Cost and Payment

Loans are charged at £50 per box per 5/6 week period. Schools will be invoiced once the box is returned.

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

Collecting from the Museum

Loans items are to 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.*

If you have any unexpected issues with collecting/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. **Damage should be reported immediately** and not left to the time return as this can delay the box going out to the next school.

Set dates for collection and return of boxes.



Museum Loan Request

Maidstone Museums – Learning Team
 St. Faith's Street, Maidstone, Kent, ME14 1LH
t. 01622 60283 (**Direct Line:** 01622 602853)
e. museumeducation@maidstone.gov.uk
w. www.maidstonemuseum.org

Loans Box Request – Academic Year 2022-23.

Following several schools asking to book all termly boxes at the start of the school year we have created this request form. Please send the following information when requesting loans boxes. Loans boxes are subject to availability. Please read conditions of use below. A booking confirmation will be sent confirming booking and date/time of collection and return. Please note loans are for 5/6 weeks. The cost is £50 per box. **There are set dates for you to collect and return – these are when the Learning Team are available. Please make note of these dates.**

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 main catalogue.*

Name			Date	
School				
Address				
DFE/URN		Telephone		
School email for invoicing				
Contact email				
Term box/es required for;	Loans Box/es requested;		Year group and number of children expected to use box;	
T1; 3 sept to 15 oct				
T2; 29 Oct to 10 Dec				
T3; 7 jan to 11 feb				
T4; 18 feb to 1 april				
T5; 15 april to 27 may				
T6; 3 june to 15 july				

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

Contact MuseumEducation@Maidstone.gov.uk for information and to book.

Set dates for collection and return of boxes.

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.



Set dates for collection and return of boxes.

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

Set dates for collection and return of boxes.

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

Set dates for collection and return of boxes.

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.

Set dates for collection and return of boxes.

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.



Set dates for collection and return of boxes.

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



Set dates for collection and return of boxes.

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



Set dates for collection and return of boxes.

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



Set dates for collection and return of boxes.

Egyptians – box 2

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



Set dates for collection and return of boxes.

Egyptians – box 3

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



Set dates for collection and return of boxes.

Multi use box – mixed objects/artefacts

Inspiring Writing /Observational Art box 1

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

Folders are double sided – one half for Writing ideas, one for Art. In the writing end we have not put dates or object info with these objects to allow children free reign in their imagination as to their uses etc)



Set dates for collection and return of boxes.

Multi use box – mixed objects/artefacts

Inspiring Writing /Observational Art box 2

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

Folders are double sided – one half for Writing ideas, one for Art. In the writing end we have not put dates or object info with these objects to allow children free reign in their imagination as to their uses etc)



Set dates for collection and return of boxes.

Multi use box – mixed objects/artefacts

Inspiring Writing /Observational Art box 3

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

Folders are double sided – one half for Writing ideas, one for Art. In the writing end we have not put dates or object info with these objects to allow children free reign in their imagination as to their uses etc)



Set dates for collection and return of boxes.

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



Set dates for collection and return of boxes.

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



Set dates for collection and return of boxes.

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



Set dates for collection and return of boxes.

Romans box 1

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



Set dates for collection and return of boxes.

Romans box 2

5 bags of 2 coins (replica)
Roman Oil lamp (replica)
Writing tablet and stylus (replica)
Roman Pottery (replica); incense burner
Roman Sandals (replica)
Mini replica Roman helmet
Roman Shield (small/wooden)
Chain Mail
Roma torc
The Twelve Caesars – coin pack
Romans – hard backed info book
Teacher's Pack
Picture Cards of Objects
Object Recording Form
Timeline



Set dates for collection and return of boxes.

Dinosaurs

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

Set dates for collection and return of boxes.

Anglo Saxons 1

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



Set dates for collection and return of boxes.

Anglo Saxons 2

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



Set dates for collection and return of boxes.

Vikings – box 1

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



Set dates for collection and return of boxes.

Vikings – box 2

Viking Runes in a bag (32)

Drinking horn

Lucet

Helmet (small replica)

Model longship

Bone spoon

Brooch

Leather boots

Belt buckle

Quern stone

Why Why Why were the Vikings so Fierce?

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets

Timeline



Set dates for collection and return of boxes.

Ancient Greeks - box 1

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



Set dates for collection and return of boxes.

Ancient Greeks - box 2

Miniature Trojan helmet

Leather sandals

Toy Horse

Oil Lamp

Wooden tablet and stylus

Theatre masks

Amphora

Owl pendant

Coins (4)

Greek Column

Greek Myths and Legends book

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets

Timeline



Set dates for collection and return of boxes.

Minibeasts

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



Set dates for collection and return of boxes.

WW2 Evacuee

(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 small 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



Set dates for collection and return of boxes.

Benin

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



Set dates for collection and return of boxes.

Ancient Sumer

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



Set dates for collection and return of boxes.

Victorians

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












Set dates for collection and return of boxes.

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.

<p>House Sparrows <i>in Perspex box</i></p> 	<p>Pine Martin <i>in Perspex box</i></p> 	<p>Marmoset skeleton <i>in Perspex box</i></p> 
<p>Red Squirrel <i>in Perspex box</i></p> 	<p>Grey Squirrel <i>in Perspex box</i></p> 	<p>Grey Rabbit <i>in Perspex box</i></p> 
<p>British Moths <i>in Perspex box</i></p> 	<p>British Butterflies <i>in Perspex box</i></p> 	<p>Elephant Teeth</p> 
<p>Stoat <i>in Perspex box</i></p>	<p>Long tailed Duck <i>in</i></p>	<p>Platypus <i>in Perspex box</i></p>

Contact MuseumEducation@Maidstone.gov.uk for information and to book.

Set dates for collection and return of boxes.

	<p><i>Perspex box</i></p> 	
<p>Horse skull</p> 	<p>Pig Skull</p> 	<p>Crocodile Skin</p> 

Set dates for collection and return of boxes.

Bronze/Iron Age box 1

Clay oil lamp

Uffington White Horse 3D model

Iron Age Mirror

Wooden pot with animal skin lid

Child's leather shoes

Iron Age Scissors

Iron Age Brooch

Bronze Age Negra Sky Disk

Model of Iron Age hill fort

HB book – Life in Stone Age, Bronze Age and Iron Age

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets

Aerial photographs of Bronze and Iron Age sites



Set dates for collection and return of boxes.

Bronze/Iron Age box 2

Clay oil lamp

Uffington White Horse 3D model

Iron Age Mirror

Wooden pot with animal skin lid

Child's leather shoes

Iron Age Scissors

Iron Age Brooch

Bronze Age Negra Sky Disk

Natural Cow horn

HB book – Life in Stone Age, Bronze Age and Iron Age

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets

Aerial photographs of Bronze and Iron Age sites



Set dates for collection and return of boxes.

Castles

Magna Carta

Shield

Chainmail vest and helmet (fabric)

Knight Statue

Knights Templar flag

Chainmail

Castle Keys

Knights helmet (mini)

Windsor Castle Round Tower

Knight outfit (costume)

Knights goblet

2 information books

Kent Castle phot info cards

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets



Set dates for collection and return of boxes.

The Seaside Box (1 and 2)

Lobster Pot

Crab (plastic)

Fish and Chips sign

Punch and Judy Puppets

Extendable fishing net and bucket

Lighthouse

Lobster (plastic)

Fishing net

Postcard (wooden)

Shell

Ice cream (plastic)

Seaside spotters book

15x A4 photocards

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets

