**Loans Box Request – 2022-24** *(this form covers remaining terms for this year plus new academic year)*

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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and contact email** |  | **Today’s Date** |  |
| **School Name and full address** |  |
| **DFE/URN**  |  | **Telephone** |  |
| **School email for invoicing** |  |
| **Term box/es required for;**  | **Loans Box/es requested; (multiple boxes can be requested each term)**  | **Year group and number of children expected to use box;**  |
| **T5;**  **15 april to 27 may 2023** |  |  |  |
| **T6;**  **3 june to 15 july 2023** |  |  |  |
| **T1;**  **2 September to 14 October 2023** |  |  |  |
| **T2;**  **28 October to 9 December 2023** |  |  |  |
| **T3;**  **6 January to 10 February 2024** |  |  |  |
| **T4;**  **17 February to 23 March 2024** |  |  |  |
| **T5;**  **13 April to 25 May 2024** |  |  |  |
| **T6;**  **1 June to 13 July 2024** |  |  |  |

**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.*

 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.
* You are responsible for **collecting and returning loans boxes** on specified days/times
* Late returns will be charged at £5 per day (even if we are closed to the public)

**When using the Loans Service:**

**DO:-**

* Wash hands before and after use.
* 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
* Report breakages immediately.

**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.
* **DO NOT Attempt to repair damaged objects or modify objects in any way. Contact us immediately.**
* 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 must be made in a car/an and not by public transport.
* You are able to pull up at the front of the museum past the glass doors when collecting.
* We try to send reminder emails about collection/return but this is not always possible. Please collect/return when stated on booking.
* We reserve the right to refuse a loan if payment for previous loans/visits are in arrears.

**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.