Set dates for collection and return of boxes.



2024-25 Maidstone Museums Learning Team Loans Box Catalogue v5

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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 <u>museumeducation@maidstone.gov.uk</u> with the information requested in the Loans request form below.

Maidstone Museum and Bentllif 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 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.

Dates for the year 2024-25; (Saturday collect/return dates -10-11am)

- T1; Saturday 7 September to Saturday 19 October 2024
- T2; Saturday 2 November to Saturday 14 December 2024
- T3; Saturday 4 January to Saturday 15 February 2025
- T4; Saturday 22 February to Saturday 5 April 2025
- T5; Saturday 19 April to Saturday 24 May 2025
- T6; Saturday 31 May to Saturday 12 July 2024

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

Cost and Payment

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Set dates for collection and return of boxes.

Loans are charged at £50 per box per 5/6 week period. Schools will be invoiced once the box is returned. Payment is expected within 3 weeks.

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 or loss 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.

Loans Box Request 2024-25

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

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

 \pounds 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 and contact email			Date	
School Name and full address				
DFE/URN		Telephone		
School email for invoicing				
Term box/es required for;	Loans Box/es requested;			p and number of xpected to use box;
T1; Saturday 7 September to Saturday 19 October 2024				
T2; Saturday 2 November to Saturday 14 December 2024				
T3; Saturday 4 January to Saturday 15 February 2025				
T4; Saturday 22 February to Saturday 5 April 2025				
T5; Saturday 19 April to Saturday 24 May 2025				
T6; Saturday 31 May to Saturday 12 July 2024				

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

Yours Sincerely *Roz Meredith* Learning and Events Officer; <u>t</u> 01622 602853 <u>e museumeducation@maidstone.gov.uk</u>

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
- Cancellation of loan less than 2 weeks before collection date will incur a 50% fee.
- Boxes not collected will incur a 100% fee.

When using the Loans Service:

<u>DO:-</u>

- 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 repackage objects in correct packaging.
- 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. 3 Specimens can be borrowed as a single loan.

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Set dates for collection and return of boxes.

Collecting from and returning to 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 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.

<u> Object Handling Guidelines — Teachers</u>

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.

Loans Boxes collected and returned to Maidstone Museum, St Faith's Street, Maidstone, ME14 1LH Set dates for collection and return of boxes.

<u> Object Handling Guidelines — Pupils</u>

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. <u>Stone Age 1 – Survival/Tools</u>

- **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



Set dates for collection and return of boxes.

Egyptians – box 1

- 4 x small green canopic jars
- Beaded necklace/ bracelet with 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

4 x small canopic jars	3 books
Nile clay amulet necklace	hieroglyphics game
Scarab	
Shabti	
Ankh	
Rosetta stone	Vart to Be Poypfall
Anubis	Nunny Lunny
Nile Clay pot	
5 amulets	Mummic Hierogelyphic
Mummy and sarcophagus	San San Anter Sa
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	2 books
Nile clay amulet necklace	hieroglyphics game
Street seller model	
5 Amulets	
Obelisk	
Scarab	
Anubis	
Nile Clay pot	
Shabti	150 Wouldn't HIST HIST HIST
Sphinx	Forptian , Duant to Boa
Teacher's Pack	Numury W Pyramid Builder!
Picture Cards of Objects	All the second s
Object Recording Form	
Timeline	
<u> 3 Multi use box – mixed objects</u>	s/artefacts

Inspiring Writing /Observational Art box 1

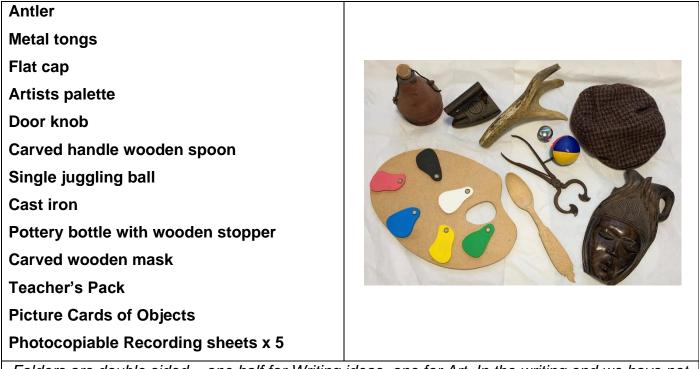
Wooden pull along toy	100.5
Metal oil lamp	
Ammonite	and the second
Pair of ballet pumps	
Scrubbing brush	
Face mask	1
Large wooden scene plaque	ANDA
Leather purse/bag	
Wooden clothes peg	
Roll of tickets	
Teacher's Pack	
Picture Cards of Objects	1 64
Photocopiable Recording sheets x 5	
Faldana ana davibla sidadu ana balf fan Muitian	



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)

11

Set dates for collection and return of boxes. Inspiring Writing /Observational Art box 2



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)

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. <u>Minibeasts</u>

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



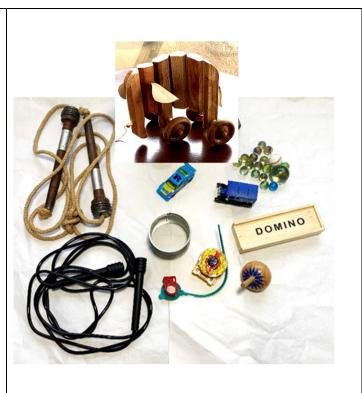
Dinosaurs



Set dates for collection and return of boxes.

<u>Toys 1</u>

- Skipping rope with wooden handles
- Modern skipping rope
- Wooden spinning top
- Beyblades spinning top
- Old model car
- Hot wheels car
- Pull along toy elephant
- Marbles
- Dominoes
- Slinky
- Teacher's Pack
- **Picture Cards of Objects**
- **Recording sheets**
- Timeline



<u>Toys 2</u>

 Skipping rope with wooden handles

 Wooden spinning top

 Pull along duck

 Marbles

 Metal Jacks

 Plastic Jacks'

 Finger Puppets

 Glove Puppet

 Diablo

 Tiddlywinks

 Yoyo

 Teacher's Pack

 Picture Cards of Objects

 Recording sheets

 Timeline

14

Set dates for collection and return of boxes. <u>Romans box 1</u>

- 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



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.

Fossils 1

Fossilised Coral	10 Fact File cards
Fossilised Clam	
Echinoid	
Fossilised Wood	
Fern Fossil	
Belemnite	
Ammonite Cluster	
Vertebrae	
Ammonite	the second second
Mini fossils box	
3 magnifiers	
1 hand held microscope	
Teacher's Pack	
Picture cards of objects	

Fossils 2

Brachiopod (large and heavy)	10 Fact File cards
Sharks tooth	
Ammonite (section – heavy)	
Fossilised Wood	
Fern Fossil	ACCEPTING OF THE PARTY OF THE P
Belemnite	
Echinoid	
Vertebrae in 2 parts	
Ammonite	
Mini fossils box	
3 magnifiers	
1 hand held microscope	· ·
Teacher's Pack	
Picture cards of objects	

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

Small loom weights – whorls

Horn Beaker

Cross Pendant

Teacher's Pack

Picture Cards of Objects

Activity/Recording sheets

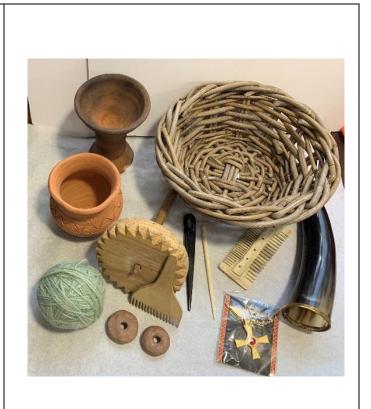
TimeLine

Goblet



Anglo Saxons 2

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



17

Set dates for collection and return of boxes. <u>Vikings – box 1</u>

Viking Runes in a bag (32)

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



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



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. <u>WW2 Evacuee</u>

(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



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	

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.

Maya box 1

Cocoa Beans and 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**

Maya box

Cocoa Beans and pods Painted pottery Worry dolls Stone metate Chacmool Mayan Copal Incense Death and rebirth mask Mayan Maize god Mayan Calendar **Teacher's Pack, Picture Cards of Objects**





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 You wouldn't want to be a Victorian Schoolchild book **Teacher's Pack Picture Cards of Objects** Activity/Recording sheets

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



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) Knight outfit (costume) Knights goblet 2 information books Kent Castle phot info cards Teacher's Pack Picture Cards of Objects Activity/Recording sheets



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

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.

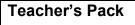
House Sparrows in	Pine Martin in Perspex	Marmoset skeleton in
Perspex box	box	Perspex box
Red Squirrel in Perspex	Grey Squirrel in Perspex	Grey Rabbit in Perspex
box	box	box
British Moths in Perspex	British Butterflies in	Elephant Teeth
box	Perspex box	

Set dates for collection and return of boxes.



Set dates for collection and return of boxes.

<u>Tudors</u>



Royal Standard

Wooden Trencher

Elizabethan seal

Falconry hood

Gallows

Stocks

Pillory

3 Mens Morris game

Tudor Ruff

jug

Picture Cards of Objects

Activity/Recording sheets

York and Lancashire Roses

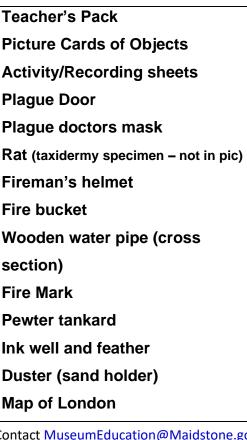
Pewter Plate, goblet, spoon,

Tudor and Elizabethan coins

3 books



Stuarts – Great Fire of London





Set dates for collection and return of boxes. <u>Rocks and Minerals 1</u>

Igneous rock specimens x 6 Metamorphic rock specimens x4 Sedimentary rock samples x4 Igneous rock collection box Metamorphic rock collection box Sedimentary rock collection box Sedimentary rock collection box Minerals collection box 3 Rocks and Minerals books Hand held magnifying glass x2 Hand held microscope Duplo[™] blocks x16 Teacher's Pack



Rocks and Minerals 2

Igneous rock specimens x 6 Metamorphic rock specimens x4 Sedimentary rock samples x4 Igneous rock collection box Metamorphic rock collection box Sedimentary rock collection box Sedimentary rock collection box Minerals collection box 3 Rocks and Minerals books Hand held magnifying glass x2 Hand held microscope Duplo[™] blocks x16 Teacher's Pack



Set dates for collection and return of boxes.

Rocks and Minerals 3

Igneous rock specimens x 6 Metamorphic rock specimens x4 Sedimentary rock samples x4 Igneous rock collection box Metamorphic rock collection box Sedimentary rock collection box Sedimentary rock collection box Minerals collection box 3 Rocks and Minerals books Hand held magnifying glass x2 Hand held microscope Duplo™ blocks x16

Teacher's Pack



Climate Change - box 1 and 2

Volcano Weather station Climate jigsaw 6 calculators 6 magnifiers 6 tape measures 4 small, 1 medium, 1 large tree cookies (slices of tree) Model whale and polar bear Images – krill x2, map Glass jar a 2 thermometers Solar kit Activity cards pack Teacher's Pack 3 books

