

SCHOOL LOAN BOX GUIDELINES

Please follow these guidelines when borrowing a loan box from Amberley Museum.

This will ensure that the contents – the majority of which are genuine items from our collections – remain in good condition for all users.

The loan period: prices, renewal and pick-up

- There are two loan options: 2 weeks (£40) and 4 weeks (£80).
- We will require you to pay for your loan box by BACS before we release it to you.
- There is no cancellation charge, but please let us know as soon as possible if you no longer require your box.
- Your loan box will be quarantined for at least 72 hours before you receive it.
- Please consult the Learning Officer regarding how and when to pick up your loan box (including after school and on weekends).

Using your loan box

- The items in this loan box are for careful handling under adult supervision only. They are not for display in the classroom or elsewhere within your school.
- Please ensure staff and pupils wash their hands before and after handling items.
- Do not attempt to clean, wash or sanitise loan items in any way: this may cause irreversible damage to certain ageing materials.
- Use pencils only when working with the artefacts – no ink pens, glue, sticky tape, etc. – and keep away from food and drink.

Storage

- Always repack the box directly after use, using the packing material supplied.
- The loan box must be stored upright in a locked cupboard, away from strong sunlight, excessive heat or damp.

Returning the loan box

- Use the contents list provided to ensure all items are present and in good condition before returning the box to the Museum.
- Any loss or damage must be reported to the Learning Officer immediately. We understand that accidents sometimes happen; however, we reserve the right to charge you the listed insurance value of the item in question.
- Please return to box to us on the agreed date. If you would like to extend your loan period, please contact us first to ensure availability. Late return without notice will incur a £25 charge.

**For further enquiries or information please contact the Learning Officer at
learning@amberleymuseum.co.uk or 01798 831370 (option 3).**