



WSRHT Gauge Museum Education

Service



Terms and Conditions for Loans Boxes:

1. Loans boxes are loaned out for a period of three weeks. They are popular so we usually restrict loans to one three-week period only.
2. Loans boxes contain historic artefacts which need to be looked after properly. The box will be checked when it comes back to make sure the objects are undamaged and wrapped securely. In light of this, upon picking up and dropping off the loans boxes, please be prepared to wait a number of minutes whilst these procedures take place.
3. One person must be responsible for the loans box whilst it is away from the museum. It is important to note that private arrangements must not be made to loan out the box to another school or organisation. The loans box must stay with the organisation or school that has the loan agreement with the museum.
4. There are teachers' notes in every loans box which are designed to be used by both the teacher and the pupils. They should also be returned with the objects.
5. Evaluation forms must be completed for each loan box.
6. By making a booking you are agreeing to these terms and conditions.

Loss or Damage to Loans Boxes

Any items broken or lost will be charged for as well as for the administration time it costs for us to source replacement items. If damage does occur, please do not attempt to repair an object yourself.

How to handle objects in the loans boxes

Please follow the guidelines below when handling the objects in this box as some of them are old and may be easily broken.

- Treat all objects with respect and handle them with care.
- Always hold objects with both hands.
- Always support the full body and weight of the object.

- Do not eat or drink when you are handling the objects.
- Ensure hands are clean before touching the objects.
- Ensure objects are replaced in the box in their packaging and that the heavier items are at the bottom.
- Never pick up an object by its weak points. E.g. Do not pick up objects by their handles.
- Never use pens or felts when handling the objects, if you need to make notes or drawings use a pencil.
- Remove jewellery such as rings, watches and necklaces which may scratch or chip objects.
- Please report the loss or theft of an object to the museum immediately. If an object is damaged do not try to repair it, but do ensure all the pieces are retained