



Beaminster Museum

Loans Box Agreement

Museum Contact Volunteer for Loans Boxes

LoansBoxes@beaminstermuseum.co.uk

Welcome and Thank You!

We are delighted that you will be sharing our loan artefact boxes with your students.

All information regarding the Loan boxes and forms are all available on the learning page of the website beaminstermuseum.co.uk

This Agreement will ensure that the artefacts are well looked after so that others may also benefit from having the experience of using them.

The donations ensure that the museum can continue to support learning.

Please read the following **Loan Terms and Conditions** then **complete** and **sign** the form on the reverse before the box is collected.

The Fossil Box (FB) conditions, if different, are in brackets.

Loan Conditions

- The loan period is for a maximum of half a term (FB - three weeks) unless for an agreed time period
- A donation of **£10** is required for the use of the loan boxes
- A refundable deposit of **£50** must be paid on collection – cheques made payable to 'Beaminster Museum'. This will be repaid in full on return of all items in good condition
- The loans of the objects are for educational use only and not for profit making purposes
- The contents must be checked prior to return
Contents list (which will have been checked by Museum prior to collection) will be in Loan box as well as on website (each fossil in the FB has its own slot in the box)
- No item should be taken home by teachers, students or anyone else
- Please report any breakages or losses to the Museum

Handling the Artefacts

- Please do not allow students to unpack or pack the boxes (or lift the FB as they are very heavy.)
- (Please store the FB flat to avoid damage)
- Health and Safety issues must be considered
- Assess which items you may wish to use with students- not all may be safe or appropriate; some should only be handled by an adult
- Suitable artefacts can be handled, but only under supervision
- When holding artefacts use both hands – please be aware of weight and fragility to avoid breakages and accidents
- Please ask the students to treat original historical artefacts with care and respect

Display

- Do not leave loan artefacts unsupervised at any time
- Display historical artefacts away from direct light and heat
- Please do not use labels, adhesives, sellotape, BluTac etc on any of the loan artefacts

Packing the Loans Box

- Please do not allow students to pack the boxes
- Please ensure that all items are returned in the correct boxes and checklist is completed by adult prior to return.



Loans Box Agreement

Please complete this form and leave it along with the payment and deposit when collecting the box from the Museum. Complete the checklist when returning the items

Useful Information

Museum Contact Loan Box Co-ordinator Helen Smith (LoansBoxes@beaminstermuseum.co.uk)

Payment details; Beaminster Museum Sort code 30-91-21, account number 00594369

Museum address Whitcombe Rd, Beaminster DT8 3NB

Collection arrangements for Loan box Please email Helen Smith on LoansBoxes@beaminstermuseum.co.uk to make collection arrangements

Loan Information

Representative of the School please complete the following and sign the form

School Name	
School tel number	
Member of staff responsible for the Loan	
Email contact	
Loan Box(es) requested	
Date of collection	
Date to be returned	

- The Beaminster Museum Loans Terms and Conditions have been **read and agreed**.
- The **donation** and **deposit** will be paid upon **collection of the boxes**.

Loan Box Collection	
To be completed by School : collected by Signed Print name Date	To be completed by Museum Volunteer <input type="checkbox"/> Donation of £10 received <input type="checkbox"/> Deposit of £50 received Signed
Loan Box Return	
To be completed by school : returned by <input type="checkbox"/> Deposit received <input type="checkbox"/> Items checked and Checklist completed Signed Print name Date	To be completed by Museum Volunteer <input type="checkbox"/> Deposit returned to school <input type="checkbox"/> Box received Signed Date Items checked by Loan Co-ordinator Signed