



# Beaminster Museum

## Loan Box Process explained for Schools

All information, forms, content of loan boxes and contact information is on the learning pages of the Beaminster Museum website ([beaminstermuseum.co.uk](http://beaminstermuseum.co.uk))

We hope this guide explains the stages of the museum Loan Box Service in a clear way.

Happy Borrowing!

### School Staff

- Decide which loan box you would like to borrow
- Email Loan coordinator Helen Smith on [LoansBoxes@beaminstermuseum.co.uk](mailto:LoansBoxes@beaminstermuseum.co.uk) more information or to arrange collection of loan box
- Complete Loan agreement form from website
- Arrange collection with Helen Smith
- Bring form, £10 payment and £50 deposit made payable to Beaminster Museum when collecting the box
- A completed checklist will be in the box
- Enjoy using the box - following the loan agreement guidelines
- At end of loan period check all items back in the box and complete checklist
- Arrange return of the box with Helen Smith
- At the museum
  - return the box with completed checklist
  - collect the deposit
  - complete the return section of the loan agreement form
- Decide on next box to borrow!
- Leaflet advertising Loan Boxes can be displayed in staffroom (available to print from Museum website)
- Any suggestions for new boxes or artefacts to include welcomed - please email Helen

We hope that having access to these loan boxes has enhanced the learning of your students.

**Thank you for supporting Beaminster museum - do come and pay us a visit!**