



Sedgwick Museum Schools Loan Box

Terms and conditions

The museum lends these boxes on the understanding that you will look after them, and return them in the same condition in which you received them. In return, we require you to provide some basic information about how the objects have been used.

Make sure each teacher or group leader using the loan box receives and reads a copy of these terms and conditions.

Looking after the rocks and fossils in the Loan Box

Most of the loan objects are real museum objects; they are millions of years old and irreplaceable. We want your group to experience the wonder of holding these objects. Please read the handling guide in the box to make sure they are handled safely.

- The objects may be used in supervised handling sessions only. Do not leave them unattended. Store the box and its contents in a secure place when not in use.
- A teacher or responsible adult must supervise the use of objects to make sure the Handling Guide is adhered to. A copy of the Handling Guide can be found inside the Loans Box.
- At the end of each session, carefully pack the objects away checking them against the inventory.
- Do not use the objects for any activity that damages or destroys all or part of the object. Keep pens and crayons away from objects, do not bury, submerge or stick anything to them.
- Do not loan the box or individual items to other schools, institutions or anyone else.
- Please fill in the Loan Record Form in the box every time you use it. The information you provide is extremely useful – we use it to improve the service we offer and to help us secure continued funding for the boxes.

General

- Loans are subject to availability. Book early, to avoid disappointment.
- Loans are for up to three weeks and cannot normally be extended.
- There is high demand for these boxes, so please tell us straight away if you want to cancel your loan so we can lend it to someone else.
- Collect the box, and drop it back Museum at the time and date agreed with the Education Coordinator.
- While the loan box is out of the Museum it is the responsibility of the person named on the Loan Booking Form.
- The contents of the boxes may change over time.

We hope you will take very good care of our precious objects, but we understand that even with the best care, occasionally something gets broken. Please tell us as soon as possible if this happens. Please don't hide the broken object in the box, and please don't attempt to repair anything. Keep all the pieces together and return them to the Museum.

