

Pre-History Loan Box

School:
School Contact:
Phone Number:
Number of Pupils engaged:
Objects Note:
<p>4 x Ammonites (2 large fragments/ 2 x small whole) 1 x Ram's Skull 1x Toy Ammonite 1 x Fossilised Wood 1x Stone Hatchet (1994.137.1) 1 x St Acheul Flint (1994.144.1) 1 x Fossilised Fish Fin 1x Large Ammonite (2000.310.1) 2 x Large Flint Axes 1 x Fossil with sea urchins 1 x Ram's Skull 5 x Sea Creature Fossils 2 x Spindle Whorls 4 x Arrow Heads</p>
<p>Date for collection:</p> <p>*Signature:.....Date.....</p> <p>Please Print:.....</p> <p>Date for return:</p> <p>*Signature:.....Date.....</p> <p>Please Print:.....</p> <p>*Please read our 'Instructions for hirers' overleaf for terms and conditions. This form can be downloaded from our website.</p>



Museum of Barnstaple
and North Devon



Instructions for hirers

All of the items in our loan boxes are from the museum's collections and **must** be treated with care.

When signing out the loan box you assume responsibility for the care of the box and its contents. Please read the following guidance carefully -

- **Booking a loan box**

To hire a loan box please contact the learning and access officer to enquire about availability. All loan boxes are charged at £10 a week and are collected from reception. You will be asked to supply contact information and sign the loan box agreement when you arrive, please allow time for this. The hirer or their organisation will be invoiced from North Devon Council on return.

- **Transportation of loan boxes**

Loan boxes must be kept level and carried with both hands. If collecting more than one box we advise hirers to bring someone with them as we cannot guarantee assistance.

Loan boxes should be secured safely in the hirer's car or van during transportation. Loan boxes must not be left in vehicles overnight or for extended periods.

- **Using the loan box**

During a handling session, objects must be removed and unpacked carefully. Please pass the objects around the group one at a time, monitoring the objects as they are handled.

Seating the group around a table or sitting on the floor is best as it minimises objects being dropped and broken. Once an object has been viewed return it to the box for safe keeping. It is the hirer's responsibility to check objects for damage/breakages before returning the objects to the museum.

The hirer must ensure no-one eats, drinks or smokes near the objects and it is recommended pupils wash their hands before and after handling. Items that can damage the objects such as pens, sticky-tape or jewellery should be kept to a minimum.

- **Returning the loan box**

The hirer must return the box back to reception during normal museum opening hours. Late returns will be charged at a weekly rate. Once returned the box will be checked and signed back in, please allow 10 minutes for this. Missing or damaged items will be added to the hirer's invoice.

It is the hirer's responsibility to ensure these guidelines are followed including informing any person who is collecting the loan box on their behalf. The following guidelines are part of the loan agreement form, signing the form states you are happy to agree to these terms and conditions and understand that failure to do so may result in charges and or future loans.