

Loans Boxes: Caring for your Loans Box and Terms and Conditions



We aim to make the process of booking, collecting and returning your Loans Box as simple as possible, and a member of staff is always on-hand to discuss your needs and answer any questions.

The Loans Box service at the County Museum at Hartlebury is very popular, which means we need to provide a small number of terms and conditions to ensure the system is fair for all schools enquiring and booking, and that we safeguard these objects for future students to enjoy and learn from.

Terms and Conditions

- Boxes are available to collect from the County Museum at Hartlebury on the first Wednesday of the half-term. Alternative dates/times can only be made by prior arrangement with the museum staff. Boxes not collected within 2 weeks will be returned to the store.
- All boxes must be returned before the last Wednesday of half-term.
- Please let us know about any breakages/damage as soon as possible
- A charge will be issued for late returns, unless otherwise agreed. Other schools are waiting to use the loans box, so if it is returned late then other students may miss out.
- In the unlikely event anything is broken there is a £15 charge – this is to cover the cost of sourcing an alternative and amending any images/printed materials of the item.

Caring for your Loans Box

Objects in our Loans Box service are real historic objects, and we encourage you to follow some important conservation rules to ensure their longevity.

- Wash and dry your hands before and after handling the items;
- Watch out for any sharp edges or points;
- Be aware that some objects are heavy;
- Support objects by placing one hand underneath and one on top;
- Use both hands when handling objects and hold over a work surface or table, so that if they are dropped it will cause less damage;
- Make sure to leave time to carefully pack away the items after a session;
- Avoid placing paper, textiles, photographs or wood in direct light or near direct sources of heat;
- Report any damages, losses or broken items to the Museum as soon as you notice them.

To book a resources box contact:

Learning Co-ordinator
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Hartlebury
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01299 250416
<https://www.museumsworcestershire.org.uk/learning>