**Object Handling Policy and Loans Agreement**

Some of the objects in this handling box are real. We think that it is really important that our collections can be accessed by everyone and that children can have a tangible learning experience during these strange times. Therefore, we have put together this loans box to allow for a museum experience in your classroom. It is very important that these objects are handled carefully and preserved for future children to enjoy.

We have put together the following handling guidelines to help you minimise risk while being confident in using the objects in your classroom. We hope you enjoy using our loans box!

1. Please make sure that all food and drink is put away before handling the objects and that the objects are not kept on the same table as food and drink.
2. Handle the objects over a clean, flat surface. For more fragile objects, handle them over plaztazote (black foam), which will be provided.
3. Ensure that everyone washes their hands before handling objects. You may also wish to use the class glove set provided.
4. Object handling must be supervised at all times.
5. When the objects are not being handled as part of a supervised class session they must be locked away safely.
6. Objects may not be used as part of a classroom display.
7. If there are any breakages or damages to objects you must contact the learning team immediately on (0191) 208 6768.

***Please turn over for next page*** à

1. Our loans box offer is in high demand as teachers’ value accessing culture during this time. You must return the loans box on the date specified below so that we have sufficient time to quarantine the objects before the next school booking.

Imagine the disappointment you would have experienced if we could not offer you the loans box due to another school not returning the box when asked.

**Return date:**

**…………………………………………………………………………**

***‘I understand and accept the above rules and take responsibility for ensuring these guidelines are followed at all times’***

**Name: ………………………………………………………………………………**

**School: ……………………………………………………………………………**

**Signature: ……………………………………………………………………….**

**Date: ………………………………………………………………………………**

If you would like to support us by making a donation, please send a cheque payable to ‘Tyne and Wear Archives and Museums Development Fund’. All donations help to support our museum learning programme.



TEACHER COPY

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