

## **ANNUAL LOAN BOX SUBSCRIPTION - TERMS AND CONDITIONS**

- 1) The Novium Museum requires a named teacher to be responsible for the loan box subscription. This teacher will be the sole contact person for the Novium museum staff.
- 2) Payment for loan boxes (and delivery if required) is payable at the time of booking.
- 3) Additional loan boxes will be charged at the normal rate.
- 4) The person collecting the loan box/es (which may be different to the 'named contact') from the museum will be asked to:
  - Check the contents list accurately with a member of museum staff before leaving the museum
  - Recorded any damage (not already highlighted) on the contents list before leaving the museum
  - Sign a form to say that the contents are correct, that individual artefacts are in reasonable condition (having regard to their age and nature) and that the return date of the box will be adhered to.
- 5) Loan boxes are issued on a 'first come first served' basis. We recommend that you make your booking/s as early as possible to avoid disappointment.
- 6) Loan boxes on the same topic are limited to two at a time to ensure fairness.
- 7) Subscription members will be contacted by Novium Museum staff in the summer term with regards to renewing their annual subscription.
- 8) The named contact agrees to ensure that loan boxes are returned by the date stated on the front of the loan box agreement.
- 9) In the event of the loan box being returned later than the agreed return date then a fine of £50 (per box) will be payable .
- 10) Any and all breakages to items contained in the loan boxes will be charged for by the museum at full retail cost.
- 11) Providing the hirer exercises reasonable care the loan box and its individual contents may be handled and touched without restriction.
- 12) Loan boxes content will be checked by museum staff when loan boxes are returned to the museum. Any missing items or breakages will be recorded and the hirer will be asked to sign to confirm that they will cover all costs associated with replacing these items.
- 13) Delivery and collection by Novium Museum staff can be arranged for the following charges:
  - £10 each way if the school is within 15 miles of the museum
  - If more than 15 miles, costs are calculated at 47p per mile