

## **Loan Boxes**

### What can I expect?

There are no changes to the format of our loans boxes and their contents. All loan boxes will be quarantined for at least 72 hours prior to the hire to ensure safety. Our loan boxes are only to be used with one class within the school at a time. If hiring for use within multiple classes, the objects must be quarantined for 72 hours before being given to a new class.

We will no longer ask for a signature as proof of collection or delivery, and will sign on the school's behalf in the presence of the hirer. We will be unable to check boxes for any damage or missing objects until a minimum of 72 hours after their return to us. Any issues arising will be raised with the school as soon as possible after this time, and within a week of the box being returned.

### Face coverings

On 8th August 2020 it was made mandatory to wear face coverings in museums along with a range of other indoor venues. Our museum team will be wearing face coverings in public facing areas at the museum and we kindly ask that all teachers collecting or delivering loans boxes wear a face covering whilst doing so. If you would like to discuss this further, please do get in touch.

### How do I book?

There are no changes to the loans box booking process. Details of our loans boxes and how to book can be found on our website, <https://www.thenovium.org/article/27234/Loan-Boxes>.

### How will the objects be cleaned?

Once returned they will be quarantined for at least 72 hours, after which they will be checked by museum staff as usual.

### How will collection and return of the boxes work?

**Collection** can take place during the week before the start of the term. **Return** of the loans boxes will need to take place during the last week of the half term period. Appointments are to be made with a member of the Front of House team by phone or email. Due to the limited number of Front of House staff please avoid Saturdays where possible. Hirers will be greeted by a member of Front of House staff at reception and loans boxes returned or collected using non-contact delivery methods.

Please note the museum's revised opening hours will be **Tuesday to Saturday, 11am until 4pm**.

**Telephone for appointments:** 01243 775888 (option 1)

**Email for appointments:** [chitic@chichester.gov.uk](mailto:chitic@chichester.gov.uk)

### What about the museum's collection and delivery service?

The collection and delivery service provided by the Novium Museum will still be available, and time slots will be organised by appointment. Staff will deliver/collect boxes to/from school reception

using non-contact delivery methods. We will no longer ask for a signature as proof of delivery/collection, and will sign on the school's behalf in the presence of a member of school staff.