

Rutland County Museum

Loan Boxes

Terms and Conditions:

1. Loan boxes contain a mix of original and replica artefacts and printed materials.
2. Each box can be hired for a two week period at a charge of £20. Please email the museum at museum@rutland.gov.uk to reserve a box.
3. Schools may borrow up to two loan boxes at a time.
4. Schools will be invoiced after the box has been returned and checked by our education staff.
5. Boxes can be collected and returned anytime during our opening hours (currently Monday, Wednesday and Saturday 1.30-4.30pm).
6. Boxes can be collected and returned outside of opening hours by appointment, please email the museum to arrange a date/time.
7. Boxes are allocated on a first come, first served basis.
8. Boxes must never be left unattended in a vehicle.
9. All items must be carefully packed when in transit.
10. All objects should be handled with care and be supervised by school staff (especially as some items have moving and/or sharp parts).
11. Boxes should be locked away when not in use as they are for use in supervised handling sessions only.
12. All objects must be checked against the list provided within the box when it is re-packed to make sure that none are missing and to check for any damage.

- 13.** If there are any anomalies/damage, photographs should be taken where possible.
- 14.** If damage does occur, no attempt should be made to repair an object.
- 15.** There will be a charge for lost or damaged items based on the value of the object and the cost of repair/replacement.