



### How to book the a loans box

The loans box is supplied by the Education and Events Officer of the Royal Engineers Museum. To book a loans box or to make an enquiry about the loans boxes we offer please contact the Education and Events Officer:

Education and Events Officer  
Royal Engineers Museum  
Brompton Barracks  
Chatham  
KENT  
ME4 4UG  
01634 822312  
[education@re-museum.co.uk](mailto:education@re-museum.co.uk)

### Collection and Return

Unfortunately the Royal Engineers Museum is unable to offer a delivery service for it Loans Boxes. The boxes are easily transportable however and are available to pick up from the reception of the Museum at a pre-arranged time. The individual collecting the box will need to sign to say that they have received it and that the contents are as listed, they will also be given a date for returning the box. Boxes MUST be returned by 5.00pm of the given day, late returns will be charged. On return of the box they will be checked to make sure all items are present and in good condition.

### Length of loan

The minimum length for loaning a box is 2 weeks, however subject to demand this maybe extended, two weeks at a time, with additional charges. The boxes maybe used by a number of teachers whilst in the care of the school. If you wish to extend the length of your loan once you have taken a box away we ask that you give us 48 hours notice.

### Cost

Costs change frequently, please refer to our website for up to date costings. If items are lost or stolen whilst in the care of a school/group/institution they maybe liable for the charge to replace that item. We are aware that accidents can happen with regard to historical objects so the form you are asked to sign when collecting a box does contain a clause stating that if something is broken on return there will be a small charge. The late charge for returning a box is £5.00 for every day it is over due.

### The box

Each loans box contains items relating to a particular period of history or particular topic. In addition it contains a teacher pack providing all the information you might need when using the objects in your classroom, including; activity ideas and worksheets, discussion topics, background information to the topic and the individual items. Also provided is a health and safety guide for children using the objects. We also provide an evaluation form so that we can gain feedback on both the service and the box, in order to maintain good customer care and high educational standards. We would be grateful if you could spend sometime filling this form in and return it to us with the box.



CHARITY REGISTRATION NUMBER 295173

VAT REGISTRATION NUMBER 522777926

[www.remuseum.org.uk](http://www.remuseum.org.uk)



### Loans Box Guidelines

1. Please remove large items of Jewellery from hands and wrists before handling objects.
2. Ensure loose clothing cannot catch on the objects.
3. When displaying objects do so on a clean and secure surface; make sure items cannot be knocked off.
4. When handling an object please do so over a surface.
5. Always use two hands to handle an object.
6. DO NOT handle objects more than is necessary.
7. Please be aware of loose or detachable parts on objects.
8. DO NOT pick up objects by the handles or thinnest part if possible.
9. DO NOT leave children unattended to handle objects.
10. Cleaning and conservation of objects is a highly specialized task, should an object become marked or damaged DO NOT attempt to rectify the problem yourself, notify the museum immediately.

### General principles of handling objects

Handling objects with care is an important aspect of preventative conservation. Objects should be handled in a way that minimises potential causes of damage.

### Health and safety

Before yourself or others handle the objects please assess for any health and safety issues that might arise.

### Conservation precautions

Please do not use pens or pencils to point at the objects as they could inadvertently mark the object. Care and consideration should also be used when allowing children to handle objects; children should not handle objects unattended, and if necessary should only handle objects while they are placed on a clean and stable surface. In the case of young children the object should be held by a responsible adult for them to touch and look at.

The handler – Long fingernails, long hair, loose clothing, rings, bracelets, long necklaces or chains may all catch on an object and cause damage to both the object and the handler. Where possible hair should be tied back and rings, etc removed. Hands should be freshly washed.

Gloves maybe worn to help protect objects – Disposable plastic surgical gloves come in different grades, prices and sizes; they do not slip but can be sweaty to wear. Unless they fit well they can be clumsy and non-sensitive

**All Objects should be approached as if they are fragile (even though some may not be).**



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