

## STEAM – Museum of the Great Western Railway Discovery Loan Box AGREEMENT

### Loan delivery date:

**Borrower** : Contact teacher:  
**Contact** : School name and address:  
**Phone** :  
**Email** :

The following items, from the Education Collection of STEAM – Museum of the Great Western Railway, are subject to this agreement.

Box name	Notes

### Period of Loan:

#### Conditions of Loan – School / Community Group Obligations:

- The borrower must not lend the items to a third party. Use of the items by other classes in the school is permissible, but the loan box items should not be taken to another school.
- Any damage to items will be charged to the school
- Charges for loss or damage of individual items will be based on replacement or repair costs; there will be a minimum charge of £20 to cover administration costs.
- Items borrowed should be used for educational purposes only and not for commercial reproduction purposes. Items borrowed must only be used for the agreed and specified purpose.
- Due care and diligence must be taken to safeguard the items on loan against loss or damage.
- Whilst the school or building is closed, the items must be kept within a secure locked area. They must also be locked away when not in use.
- The storage area should be protected especially against extremes of temperature and risk of fire or water damage e.g. stored off the floor and away from direct light.
- Eating and drinking must not be permitted in the area within which items are displayed or stored.
- STEAM Education must be informed immediately of loss, theft or damage to the items, whilst in the care of the borrower.

- Borrowers must not attempt repairs, but should carefully collect any pieces or fragments of the objects and bring them when the loan is returned to the Museum.
- Items borrowed should be ready for collection at the pre-agreed time, carefully wrapped and boxed. Or returned to STEAM front desk at the agreed time
- Items stored in archive material (secol) must not be taken out of the secol or come into contact with fingers/hands.

### **Loan Guidelines**

Some of the objects are valuable, and some are fragile. Our handling items are a finite collection. They are historical objects and thus have historical value. Please treat them with care and regard.

#### **DO**

- Supervise pupils or others using the items
- Handle items over a table or carpet
- Be aware some items are heavy or have loose or moving parts
- Display items in a safe, stable and secure area
- If costume is included pupils may try these on (unless labelled otherwise), but please make sure it will fit first!
- Read the teacher notes for details about particular items before starting the session

#### **DON'T**

- Display items in direct sunlight
- Use adhesives such as blu-tac or sellotape on the items
- Alter or modify the items in any way
- Wear items unless marked for such use

### **Declaration by borrower**

I have read and understood the above agreement. I accept the items described above on loan from STEAM – Museum of the Great Western railway under the specified conditions.

Signed..... Date.....

On behalf of .....

STEAM signatory..... Date.....

Box/ boxes received on return by .....

Return of loan in satisfactory condition.....

Date.....