



Museum on the Move - Loan Box Agreement

- ☐ Before using the box, please check the items in it against the list of contents. Please let us know immediately if anything is missing
- ☐ The borrower who orders the Museum on the Move loan box is responsible for the box whilst it is away from the museum
- ☐ Most items contained are irreplaceable and should be treated with respect
- ☐ Please do not display any objects in direct sunlight or subject them to actions that may harm the objects, such as burial or submergence
- ☐ Do not affix adhesives, labels, sellotape, blu-tack etc. to loans or loan cases
- ☐ Please keep items in a secure place, especially overnight
- ☐ If any loss or damage occurs, please inform MNH Education Services <mailto:education@mnh.im> ASAP
- ☐ Do not attempt repairs
- ☐ Children can try on the replica costumes, but please make sure it fits
- ☐ Any damage to replica costume and objects will be charged to the school concerned, so that we can purchase replacements
- ☐ Private arrangements **must not be made** to loan out the box to another school or organisation

Terms and Conditions

By making a booking with Museum on the Move you have agreed to abide by the Terms and Conditions below

- ☐ It is a condition of the loan that objects are used for educational use only and not for profit making purposes
- ☐ Due care and diligence must be taken to safeguard the items on loan
- ☐ Items on loan must be locked away when not in use
- ☐ Borrowers are liable for costs of breakages or loss for up to **£1,300** per box
- ☐ Evaluation forms must be completed for each loan box
- ☐ There are teachers' notes in every loans box which are designed to be used by both the teacher and the pupils (They should also be returned with the objects)
- ☐ By making a booking you are agreeing to these terms and conditions

Please Note

- ☐ Loan Box bookings occur weekly from Sunday to the following Saturday
- ☐ Loan Boxes can be collected from the Manx Museum Gallery Shop **from 10:30am** on the Sunday of your chosen week(s)
- ☐ Loan Boxes must be returned to the Manx Museum Gallery Shop **no later than 4:30pm on the Saturday** of your chosen week(s)
- ☐ If the Loan Box is not returned before 4:30pm on the Saturday of your chosen week(s) a penalty will be incurred
- ☐ If you are cancelling your Loan Box booking, refunds will be at the discretion of MNH Education Services

