



School Loan Boxes

WEST BERKSHIRE
MUSEUM

West Berkshire Museum has a small collection of boxes containing objects on different themes, e.g. Stone Age, Fossils, Romans and Toys of the Past, which are available for schools to borrow. This leaflet aims to answer the frequently asked questions we receive about the West Berkshire Museum loan box scheme:

What is in a loan box?

A loan box contents will be determined by the theme but there will be real objects, e.g. Stone Age scraper, or a mixture of real and replica objects, along with laminated teachers' notes that provide information on each object in the box.

How many objects are in a loan box?

This varies, but there is usually a minimum of six objects and a maximum of twelve in a loan box.

What does a loan box look like?

Some of the loan boxes are metal or fabric suitcases and others are plastic storage boxes of various sizes.

The objects are either in purpose-designed slots, or are wrapped in acid-free tissue paper and bubble wrap. For the latter, there is a laminated sheet in the box giving information on how to repack the loan box.



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May we handle the objects in a loan box?

Yes, the main purpose of a loan box is for its contents to be handled (with appropriate supervision).

There is a laminated sheet in each box that provides information on how to utilise the objects in a classroom environment.

Please note: some of the objects are fragile and so are mounted (in clear plastic or similar) or stored in a clear document holder. We ask that you do not try to remove them.

How long can a loan box be borrowed?

A loan box can be borrowed for up to three weeks. It must be collected and returned from/to West Berkshire Museum by a school representative on the dates and times agreed with the Learning and Participation Officer.

How much does it cost to borrow a loan box?

A loan box costs £15 to borrow.

How do we find out more about the loan box scheme?

For a full list of loan box themes and to find out more about the scheme please telephone the Learning and Participation Officer on **01635 519562** or email: **clare.bromley@westberks.gov.uk**

What happens next?

When you ask the Learning and Participation Officer to book a loan box, you will be sent a short booking form to complete.

A booking is not confirmed until the Learning and Participation Officer receives the completed booking form, processes it and sends an email confirmation.

