Holburne Museum, Schools Loans Boxes - Key Information

**Receiving and Returning your Loans Box**

The loan box is loaned for a minimum period of 1 week and a maximum period of 4 weeks. Schools/organisations local to BANES can collect the loans box on a pre-arranged date and time agreed with the Holburne Learning Team.

Loans Box Fees:

£20.00 – Hire for 1 week (one week minimum)

£25.00 per week – Additional weeks loan time (up to a maximum of 3 additional weeks)

£10.00 per day – Failure to return the loan box on the agreed return date

Schools will be invoiced when booking of loan box is confirmed.

UK wide courier delivery can be arranged in agreement with the Holburne Learning Team. This is dependent on availability.

The Loans Box must be returned on the pre-arranged date and time to avoid incurring further fees.

**Condition & Care of Loans Boxes**

The museum cannot take responsibility for any damage to Loans Boxes during travel. If you receive your Loans Box and it has sustained damage, please contact the Holburne team immediately [education@holburne.org](mailto:education@holburne.org)

Loans Boxes are checked and refreshed by the Holburne Museum team in between bookings. Loans Boxes are expected to be returned in the condition they were received in.

Any loss or damage to objects or resources must be reported to the Learning team immediately [education@holburne.org](mailto:education@holburne.org)

The school or organisation borrowing a Loans Box will be liable for any loss or damage sustained during the loan period. The value of items loaned is £600.

The Loans Boxes, objects and resources within them are expected to kept in a safe place at the school or organisation they have been loaned to.

The objects loaned are replicas, not from the Holburne Museum’s collection but they have been sourced taking inspiration from the themes within the museum collection.

The objects loaned must only be used at the location they have been loaned to and not lent to a third party.

No cleaning or repair of any items should be performed by the loaning school/organisation.