

Please share these terms and conditions and booking confirmation(s) with any staff who will be using the resources.

History Leader/Finance Officer

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New COVID 19 History Artefact Loans Terms and Conditions from the History Curriculum Centre, Winchester

Use of artefacts in school

- Artefacts should **ONLY** be handled by teachers, who **MUST** wear gloves whilst doing so. This is to reduce the risk of items transmitting Covid. Circulating boxes between bubbles is at the school's own risk, but if done, these terms and conditions apply to all who use them.
- **Artefacts should not be wiped or cleaned** whilst in school. Most are not made to withstand such treatment. Schools will be charged for replacement of any items damaged by cleaning.
- Children **should not be allowed to handle any items** contained in the collection.
- Some items, e.g. clothing, will have been removed from boxes as we cannot arrange for all such items to be washed between loans. To further reduce the risk of transmission all boxes are being quarantined for at least one week between loans.

Collecting and returning artefacts:

The artefacts will be available for collection from the History Centre in Winchester on the **Friday prior to the week your loan begins, between 1.30pm and 4.30pm prompt** (when the Centre closes).

Artefacts **must** be returned to the History Centre **by 12.30 pm on the Friday at the end of your loan period. An additional charge will be levied for late returns.** Alternatively, boxes can be returned on Thursday evening by 4.30 pm if that is easier.

If, on arrival at the Falcon House site the History Centre is closed (opening hours Mon-Fri 9.30 am – 4.30 pm, term time), boxes can be taken to Reception in Falcon House, adjacent to the History Centre.

Please note: Collections are mainly packed large boxes and need considerable room to transport them. They weigh a considerable amount, so those collecting them must be capable of carrying them to/from their car.

Charges:

Hampshire schools should raise an ITD for loans within the current financial year as soon as possible after they are booked. **Non-Hampshire** schools will be invoiced at the time of the loan whenever possible.

Additional charges will be levied for:

- **Loans that are returned to the History Curriculum Centre, Winchester later than the time date specified on the booking confirmation**, as this will impact other borrowers.
- **Loans that are cancelled at less than 3 weeks notice** (charge = half the loan fee plus £5 administration cost). **Uncollected loans will be charged in full.**
- **The replacement of lost or damaged artefacts**, at cost plus post and packing etc.

Regards,

The History Centre Team