

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 using County Supplies/Courier Service to transport boxes

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.

New delivery information:

County Supplies/Hampshire Courier Service will deliver the artefacts to your school during the **loan starts week** specified on your booking confirmation. Schools have two **new designated delivery days** and **new delivery codes**. Loans may not arrive in school on your first designated delivery day as timings of pick up from the History Curriculum Centre and transport issues impact this.

New return information:

Schools **MUST book a County Supplies collection by date the specified on Hampshire Transport Management website**, see [here](#). The box/case **must be correctly labelled** and ready for collection by County Supplies/Courier at the appropriate pick up point in school on pick up day. **Note: collections may be made before the school opens**, so placing boxes at your internal mail collection point the evening before is strongly advised.

Failure to follow these procedures will mean the **school will have to make their own arrangements to return the box to Winchester by 12.30 pm on the Friday at the end of the loan period** or additional charges will be levied for late return.

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 arrive at 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**, cost of item plus post and packing etc.

Regards,

The History Centre Team