

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

History Leader/Finance Officer

History Curriculum Centre
Clarendon House D Block,
Monarch Way
Winchester
SO22 5PW

Tel: 01962 874802

history_centre@hants.gov.uk

Courier code 6/800 962001

History Artefact Loans Terms and Conditions

County Supplies delivered loans

Delivery information:

Boxes should arrive in school during the first week of your 3 week loan on your designated delivery/collection day (see booking confirmation). However, we cannot guarantee this in every case; transport issues or late return from earlier loans may impact this. In some cases, boxes will arrive during the second week of your loan, again on your designated delivery/collection day.

Return information:

Schools are advised to book the County Supplies pick up as soon as boxes arrive in school. To do this the Admin Team place a County Supplies order (Item 123456) to request a mail pick-up on the designated delivery/collection day given on the paperwork inside the box on arrival in school. This must also be authorized promptly.

The box/case **must** be placed ready for collection and return to the History Centre at your school's mail collection point, **with the label reversed** to show the History Centre's delivery address and code. **Note: collections are often made before the school opens**, so placing boxes at your internal mail collection point at the end of the afternoon before is strongly advised.

Failure to follow these procedures will result in the box not being picked up in time to get to the History Curriculum Centre by the time specified and the school will have to make alternative 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 will be charged against financial codes provided and **other schools** will be invoiced, at the time of the loan whenever possible.

Additional charges will be levied for:

- **Boxes that are not received at the History Curriculum Centre by 12.30pm on the Friday at the end of the loan period**, as other borrowers will be inconvenienced.
- **Loans that are cancelled at less than 3 weeks notice** (charge = half the loan fee plus £5 administration cost). **Loans that are no longer required but have not been cancelled will be charged in full.**
- **Lost or damaged artefacts.**

Please email a signed copy of your booking confirmation to the above address to confirm you have read and agree to these terms and conditions.

Regards,

The History Centre Team