

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
Falcon House
Monarch Way
Winchester
SO22 5PL

Tel: 01962 874802

history.centre@hants.gov.uk

New Covid 19 History Curriculum Centre Artefact Loans **Terms and Conditions for Portsmouth schools**

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.

Receiving Artefacts:

The artefacts should arrive at Portsmouth City Council's Courier Depot (in Portsmouth Civic Offices) on the Tuesday of the first week of the loan period specified on the Booking Confirmation. **The school then has a choice:**

Pick up the artefacts from the Portsmouth Courier Depot in person – please telephone the depot prior to leaving school to check the artefacts have arrived.

OR Contact the Portsmouth Courier Depot to request the Portsmouth internal courier to deliver the artefacts to your school (this may delay you receiving them in school).

Returning Artefacts:

Artefacts must be **carefully repacked and clearly addressed** (reverse our delivery label) prior to return to us.

Boxes must be returned to the Portsmouth Courier Depot (Portsmouth Civic Offices) by 4pm on the Wednesday of the last week of your loan - either by returning the box in person to the Portsmouth Depot or by requesting, **in advance**, Portsmouth's internal courier service to pick up the artefacts from your school reception on that Wednesday at the latest (the date will be highlighted on the paperwork that will be in the box when it is delivered). **Failure to follow these procedures will result in additional charges being levied** as other borrowers will be inconvenienced.

Contact details for PCC Courier service	Civic Offices, Guildhall Square Portsmouth, PO1 2BG	Tel: 023 9283 4656 Opening hours: 7.45 am – 4.00 pm
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If boxes are not picked up or taken to Portsmouth's Courier Depot on the Wednesday of your final loan week, for whatever reason, you must make alternative arrangements to return them to the History Curriculum Centre in Winchester by 12.30pm on the Friday of that week.

Charges:

A VAT invoice for the loan cost (detailed on the booking confirmation) will be issued when the loan period commences.

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