



The Loans Catalogue

This catalogue contains important information relating to your responsibilities as a hirer, all conditions within these pages must be adhered to. Please ensure this has been read before signing the subscription form. Thank you.

The aim of the North Hertfordshire Museum Education Service is to support the teachers' work in the classroom and form a productive partnership to enhance pupil learning.

How the Catalogue Works

The Loans Catalogue offers hundreds of objects, datapacks, photographs, videos, DVDs, posters, cassette and CD recordings which are available for use across the curriculum.

Loans can be ordered by their catalogue number from the Museum Resource Centre and borrowed for a term. Orders must be submitted by email, **telephone orders are not accepted**. The loan items are then delivered and collected by the Museums Education Service on the specified term dates.

Dates of delivery and collection are shown on the enclosed sheet.

It is a condition of use of the service that all schools take special care of their loans, especially handleable items, and ensure that everything is carefully repacked in entirety for collection at the end of term. It is the school's responsibility to return any items which are not made ready for the time of collection.

Loss or damage must be reported immediately to the Museum Development Officer and the school may be charged for replacement or repair.

Information on the Care of Museum Loans is available in this booklet as well as being available on the museums website, www.north-herts.gov.uk.

To order loans, book a museum visit or school workshop please contact:

Museum Education
North Hertfordshire Museum, Brand Street,
Hitchin, Herts SG5 1JE
Tel: 01462 422946 or 01462 474585
Email: museum.education@north-herts.gov.uk

Key to the Loans Catalogue

Each item is identified by a unique six-character code. The first character identifies the form of the loan – a case, datapack or video for example. The second and third characters reflect the category the loans fall into, e.g. Ancient Egypt - AE, Toys - TO or Victorians - VI. The three numbers allow us to identify each loan's location on our shelves. So CAE173 is a case containing an object relating to Ancient Egypt; GVI689 would be a garment for handling dating from Victorian times.

Please order by using the catalogue number of each item you require. Orders must be submitted by either fax or email, telephone orders are not accepted.

The Key

First letter

- C** - An object, specimen or model
- G** - Garments
- D** - Datapack of information
- L** - Local history
- P** - Poster
- R** - Cassette / CD recording
- V** - Video / DVD
- X** - An item that is infrequently requested

Second and third letters

See Contents page for list of category codes

PLEASE NOTE:

We are continually adding items to the Loans Collection and building up the most popular subject areas. However, there are times when several schools request the same items. In these circumstances we endeavour to be as fair as possible to our subscribers; apportioning loans evenly to each school. This may mean, for example, a school ordering four items on the Victorians will receive two specified items and two substitutions on the same topic. When a subject area is heavily over-subscribed we reserve the right to supply only part of each school's order so that each may receive something.

If you wish to discuss your loan requirements please contact the museum education department on:

Tel: 01462 422946

Email: museum.education@north-herts.gov.uk

Or write to: North Herts Museums Education Service,
North Hertfordshire Museum, Brand Street,
Hitchin, Herts SG5 1JE

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North Herts Museums Education Service

Care of Museum Loans

IMPORTANT: Please make sure that all members of staff intending to use museum loans reads this information. Please refer to damage bond at the end of this section for breakage costs.

- 1. Care of Acrylic (Perspex) Cases**
- 2. Care of Natural History Specimens**
- 3. Care of Data packs, Local History Packs and Posters**
- 4. Care of Costumes**
- 5. Care of Video and DVD**
- 6. Damage Bond for missing or damaged loan items**

1. Care of Acrylic (Perspex) Cases

Hitchin and Letchworth Museums Education Service has tried to ensure that all cases are packed adequately to reduce the risk of breakage while the objects travel to and from school. The cases are checked by museum staff to monitor their condition after every loan.

To minimise the chance of damage, please follow these guidelines when dealing with museum loan cases:

- Objects may have come loose during transport to the school or while the case has been moved, please contact the Museums Education Service for advice to avoid any damage to the objects
- Please do not open or remove any of the acrylic casing
- Make sure that cases are displayed securely on flat surfaces away from table edges and high shelving
- Objects are affected by their environment – be aware of radiators, spotlights and liquids of any sort

What do you do if an accident happens?

- **Let the Museums Education Service know as soon as possible**
- **Do not attempt to repair something yourself.**

2. Care of Natural History Specimens

As part of the collection care of the natural history specimens we are now requesting that schools do not allow children to touch the animals. This is partly due to the chemical processes involved in preservation and also that many of the specimens are wearing out. Museum staff are monitoring the situation and checking specimens after every loan.

To minimise the chance of damage please follow these guidelines:

- Always assume the animal is more fragile than it appears
- Objects are most at risk when being moved or on open display
- Please do not allow pupils to touch the specimens – due to chemical preservation and to reduce deterioration of the animals
- Objects are affected by their environment – be aware of radiators, spotlights and liquids of any sort

What do you do if an accident happens?

- **Let the Museums Education Service know as soon as possible**
- **Do not attempt to repair something yourself**

3. Care of Data packs, Local History Packs and Posters

Every effort is made to make the archive (paper) loans suitable for use in a classroom. The majority of the materials have been laminated or sealed in plastic packaging but for some archives this is not possible.

To avoid damage, please follow these guidelines:

Handling

- **Always assume archives are more fragile than they appear**
- **Wash your hands before touching the archives**
- **Make sure archives are handled over a table**

Display

- **Please do not use pins, staples or sellotape to display archives. Archives can be displayed using blue tack or lie flat**
- **Archives are affected by their environment – be aware of radiators, spotlights and liquid of any sort**

What do you do if an accident happens?

- **Let the Museums Education Service know as soon as possible**
- **Do not attempt to repair something yourself**

4. Care of Costumes

All costumes in the Museums Loan Collection are original and some many years old and fragile. Some have signs of wear and damage from the past and these can be useful for learning how a garment would have been worn and how durable the fabric and stitching has been over time.

To avoid further damage, please follow these guidelines:

Handling

- **Always assume a garment is more fragile than it appears**
- **Wash your hands before touching the garments**
- **When you have finished with the garments, pack them away in the same way in which you found them. Fold loosely and avoid pressure**
- **Garments can be worn, with the exception of children's clothes. Shoes need to be removed and pupils supervised at all times**

Display

- **Always display costumes for as short a period as possible e.g. for the duration of the project**
- **Please do not use pins, staples or blue tack to display garments. Costumes can be hung up using coat hangers or lie flat**
- **Beware of damage from liquids e.g. water, paint, ink, coffee – garments that get damp can encourage the growth of mould**
- **Do not leave the garment in direct sunlight or under a spotlight or near a radiator – heat and light cause the fabric to fade and weaken the fibres**
- **When the costume is not in use please keep in the packaging provided**

What do you do if an accident happens?

- **Let the Museums Education Service know as soon as possible**
- **Do not attempt to repair something yourself**

5. Care of Videos and DVDs

To minimise the chance of damage please follow these guidelines:

- Video Films and DVDs are affected by their environment – be aware of radiators, spotlights and liquids of any sort
- Please use the correct equipment when using these loans
- Re-wind any Videos after use as this prevents corrosion
- Ensure that loans are returned to their correct packaging

What do you do if an accident happens?

- **Let the Museums Education Service know as soon as possible**
- **Do not attempt to repair something yourself**

6. DAMAGE BOND FOR MISSING OR DAMAGED LOAN ITEMS*

Loan Cases	£150.00 each
Data Packs	£60.00 each
Posters	£25.00 each
Videos/DVDs'	£50.00 each
Local History	£50.00 each
Costumes	£150.00 each

If you have any queries please write to or ring:

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