

THE ROYAL COLLEGE OF PHYSICIANS OF EDINBURGH

MUSEUM IN A BOX - LOAN CONTRACT

museum@rcpe.ac.uk

CONTACT

Royal College of Physicians of Edinburgh
11 Queen Street, Edinburgh
EH2 1JQ

HOW TO FIND US

By Train

The College is a 9 minute walk from Edinburgh Waverley. Exit Waverley train station via the Princes Street exit, walk west (left) on Princes Street to the traffic lights, cross the road and head north on South St Andrew Street. Walk north on South St Andrew Street, past St Andrew Square until you reach Queen Street. Turn left (west) on Queen Street, walk past the National Galleries of Scotland, cross the road at the traffic lights, and you will arrive at the College.

By Car

The College does not have dedicated parking, but there is paid street parking on Queen Street. Blue Badge holders can park on Queen Street and surrounding streets for free and without a time limit.

By Bus

The College is within 200 metres of Thistle Street (Stop GQ, Stop GH), Hill Street (Stop GU), or Queen Street Gardens West.

Access via stairs

There is no need to buzz to gain entry. There are 5 stairs from the pavement to the front door of the College.

Access via lift

To use the outside lift, which takes you from pavement level to the front door, press and hold the down button to bring the lift to pavement level and open the door. Go into the lift, press and hold the up button to close the door and go up to the front door level. After exiting the lift, press the down button to close the door. If you require assistance with the lift, please contact one of our College Officers on 07710 012 374.

After entering the College, take the glass door to your left to enter the reception area.

YOUR BOOKING

To pick-up your *Museum in a Box* loan kit, please speak to the College reception staff. They will need your name and the name of the box(es) you are picking up. You will be asked to sign for the box(es), for our records. You will then be free to take your box(es).

1. BOX CONTENTS

The Royal College of Physicians of Edinburgh has a collection of *Museum in a Box* lending kits which are available for loan to schools in Edinburgh and surrounding areas. Each kit has a different theme but will contain the following:

1.1 Objects

A series of objects related to an aspect of medical history. Each object fits inside a laser-cut hole in the protective foam

1.2 Interpretation Cards

A set of interpretation cards. Each object has a corresponding interpretation card. Interpretation cards are not in a specific order.

1.3 A felt folder marked RCPE Activities

This folder contains 3 to 4 activities involving the objects. Each activity has a 'teacher guide' which contains an activity overview, set-up instructions, a list of provided objects and materials to gather for the activity, activity instructions, optional extra or group work activities and a list of objectives and standards. Each activity comes with one or two worksheets that can be photocopied.

1.4 USB Drive

The USB drive contains an object handling video and activity files to give you the option of printing worksheets rather than photocopying them. You are welcome to copy all files found on the USB drive to your PC.

1.5 A felt folder marked RCPE Archives

This folder contains photographs or scans of historical objects or paper materials (such as books, pamphlets or adverts). Each archive material has a label on the reverse. The archive materials are in no specific order. The majority of archive materials are not laminated, so please handle them with care.

Please note: the RCPE Archives folder for the Quackery vs Discovery loan kit, is separate from the box.

1.6 Colour coding

All teacher guides, objects, interpretation cards and archive materials have been colour coded in order to help navigate the box and its contents.

Please note: All objects, teacher guides, laminated worksheets, interpretation cards, archive materials and additional activity material (such as action cards, playing cards, or plant cards) must be returned with the box.

2. LOAN POLICY - TERMS AND CONDITIONS

2.1 By booking a *Museum in a Box* kit from The Royal College of Physicians of Edinburgh you agree to the following terms and conditions:

- The person who booked the box is responsible for its care and safety at all times. Although loan kits may be shared by other teachers within the same school, the person who booked the box will be held responsible for any object damage, box damage, loss, late pick-up or late drop-off.
- Loss or damage to the box or any items inside of the box must be reported to us as soon as possible (see section 6).
- Before use, all users (teachers and students) must read and understand the 'Object Handling Guidelines' (see section 3) and watch the 'Object Handling Video' found on the USB Drive.
- Correct object handling should be adhered to at all times (see section 3).
- Students must be supervised at all times while using the *Museum in a Box* kit, and while handling any object (see section 3).
- Objects are for educational use only.
- Objects are not to be used for profit or fundraising purposes.
- When not in use the *Museum in a Box* kit should be kept in a secure and locked location (see section 3).
- Keep to your agreed pick-up and drop-off date and time slots. If you wish to change your time slot, either for pick-up or drop-off, please contact us at least 7 days in advance (see section 4).
- If a *Museum in a Box* kit, or an object from the kit, is lost or stolen due to negligence, your school may not be permitted to book our kits in the future.

2.2 We reserve the right to decline future bookings if you do not adhere to the above policy, or if your care for the *Museum in a Box* kit is deemed unacceptable.

2.3 The Royal College of Physicians of Edinburgh (Heritage department) ensures that:

- *Museum in a Box* kits support the National Curriculum.
- Objects in the box are safe to handle.
- All listed items are present.
- Efficient email response is provided to support the loan of kits.
- Surveys are used post-loan to gather data to improve the *Museum in a Box* service.

3. OBJECT HANDLING AND LOAN KIT CARE

An important part of working with museum collections is caring for objects. Being taught how to handle museum objects such as those contained in the *Museum in a Box* loan kits can be a useful learning experience in itself. Please remember that students should be supervised by a teacher while handling objects. Below are some guidelines that can be shared with students:

3.1 Before handling objects:

- Organise a safe area where objects will be handled. The area is ideally a large, clean, flat table with room around it to manoeuvre without the table being bumped.
- Everyone must thoroughly wash and dry their hands. Natural oil on hands, or any sort of dirt, can degrade objects.

3.2 Handling of objects:

- Always hold one object at a time. Never hold any more than one.
- Hold objects with both hands at all times.
- Hold objects from their base.
- Objects should not be passed from one person to another. Instead the object should be placed on a table before being picked up by another person.
- After handling, objects should be gently placed back on tables. Do not throw objects.
- Keep objects dry. Do not submerge objects in water.
- Do not try to clean objects with water, soaps or any other substance.
- Do not bury objects in sand or soil.
- Keep objects out of direct sunlight.
- Keep objects away from table edges.
- Do not affix any adhesives, tapes, labels, slimes or tacks to objects, archive materials or activity materials.
- Do not modify objects in any way.
- Keep objects away from extreme temperatures. Do not leave objects in front of a heater or somewhere very cold.

3.3 Packing and storing the box:

- Ensure that all objects are put back into their correct spaces in the box. The protective foam has been laser-cut to specifically hold each object. Do not force an object into an incorrect space.
- Ensure the box latches are closed correctly before lifting the box.
- Do not modify the box in any way.
- Do not affix any adhesives, tapes, labels, slimes or tacks to the box.
- Keep the box away from extreme heat. Do not leave the box in front of a heater.
- Keep the box away from extreme cold/damp. Do not leave the box in a car or shed overnight.
- Store the box in a secure, locked room when not in use.
- Do not lend the box to anyone outside your school. The box is the responsibility of the person who booked the box and should remain in their care until returned.

4. BOOKING, CHANGE AND CANCELLATION

Please note: Due to the limited number of *Museum in a Box* loan kits, it is important that you arrange with us exactly when you will collect and return the kits.

4.1 Booking

- After booking a *Museum in a Box* loan kit via our Eventbrite page, you will be emailed to complete and sign the loan contract, and to confirm your pick-up and drop-off dates and times.
- If you have not returned the completed contract within 7 days you will be sent a reminder email.
- If you have not responded within 14 days your booking will be cancelled.

4.2 Pick-up and Drop-off:

- After booking a *Museum in a Box* loan kit you will be asked to choose from 10 pick-up slots, and 10 drop-off slots, either morning or afternoon over the course of 5 working days.
- Please ensure pick-up and drop-off slots are adhered to. Missing your booked pick-up or drop-off slots will have a knock-on effect for other users.
- If you need to cancel or change your pick-up or drop-off slot, please contact us at least 7 days before your original pick-up or drop-off slot. In most circumstances we should be able to accommodate changes within the pick-up or drop-off week.
- Repeated cancellation or change to pick-up or drop-off slots may result in us reviewing your ability to book *Museum in a Box* kits in the future.
- Given the limited number of these kits and the high demand to borrow them it is important that you adhere to these guidelines.

CONTACT

Please direct all inquiries to museum@rcpe.ac.uk.

We aim to reply within two working days.

5. MISSED PICK-UP OR DROP-OFF

5.1 Missed pick-up:

- If you fail to attend your arranged pick-up slot without contacting us we will assume that your booking is cancelled.

5.2 Missed drop-off:

If you fail to attend your drop-off slot without contacting us the following procedure will take place:

- We will contact you, firstly via the contact number you provided when booking, and secondly via the email address you provided when booking.
- If we fail to reach you, we will contact your school via the number or email address you provided when booking.
- We will then arrange for you or another member of staff to return the kit as soon as possible.
- If we are unable to contact you or your school, we will assume the kit has been lost or stolen and your school will not be permitted to book our kits in the future.

6. LOSS OR DAMAGE

In the event of loss or damage to the box or any object(s), contact us as soon as possible. We understand that accidents can happen and want to ensure you and your students' safety, as well as any box or object(s). Obvious negligence may result in your school not being permitted to book our kits in the future.

In case of loss or damage contact us via museum@rcpe.ac.uk as soon as possible.

7. SURVEY

- After dropping-off your *Museum in a Box* loan kit you will automatically be emailed a survey to the email address you used on your booking.
- By submitting a survey you will join our priority mailing list, this will give you early access to booking *Museum in a Box* loan kits in the future.
- Before analysing survey results we separate any identifying details (such as name, school, or email) to make all answers fully anonymous.
- We ask that you be honest about your experience so that the service can improve.

Please note: If you would like to know more information about how we anonymise survey results before analysing them, please contact us via museum@rcpe.ac.uk.

CONTACT

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8. YOUR INFORMATION

Date:

Print Name:

Sign (electronic signature):

Your job title:

Subject(s) you teach:

Type of school (Primary/High School):

Classification of school (State-funded/Grant-aided /Independent):

Name of school:

Address of school:

Main contact email (this should be your work email address):

Alternate email (this should be your personal email address that you can access out of term time):

Personal contact number (mobile):

School contact number: