



The
**EVERTON
COLLECTION**
Schools & Learning

Loan Box Guidelines



1. Making a booking

- Once we have received your online enquiry form we will be in touch within five working days to confirm your booking.
- You will receive a booking confirmation form by email. This will include all the details of your booking.
- When you are sent your booking confirmation form, you will also receive an agreement form that you must sign and send back by post or email.
- If we need to make any changes to your booking we will contact you as far in advance as possible to make alternative arrangements.
- If you need to cancel a booking you must let us know as soon as possible so that another school can borrow the loan box and we do not incur any unnecessary delivery charges.
- Once the box has been returned to the Everton Collection Project you will receive an evaluation & feed-back form by email. Please complete this and return it by post or email.

2. Loan Conditions

- The period of the loan is two weeks.
- The borrower is responsible for all the items whilst they are in their care.
- The Everton Collection Charitable Trust shall be reimbursed for the cost of any losses, breakages, repairs or replacements.
- Breakages must be reported within three days by phone or email. Please do not attempt to repair any breakages yourself.
- We require that the loan box and its content be covered by insurance when it leaves our care. (Often this comes under your School's regular insurance; but please check).
- You must ensure that items loaned are used for classroom handling and display only.
- The Everton Collection Charitable Trust shall be credited in any publicity.
- You must ensure that the objects are kept in secure conditions, and in the appropriate environmental conditions, (see handling guidelines).

- Loan material must not be taken home by teachers or loaned to other schools during the loan period.
- There is a standard risk assessment provided with the loan box for the activities suggested in the lesson plans, however, we recommend that loans are risk assessed by the teacher and used under supervision. We advise that the box is stored safely.

3. Collection and Delivery Information

- Deliveries usually take place on Mondays. Please make sure that your school is open on the first Monday of the loan agreement dates. If we cannot access your school you may be asked to collect your box from Liverpool Central Library. Your schools delivery and collection dates will be on your booking confirmation form.
- Collections usually take place on Fridays. Please make sure that your school is open on the Friday of the booked dates. If we cannot get access to your school you may be asked to return your box to Liverpool Central Library. Your schools delivery and collection dates will be on your booking confirmation form.
- Delivery and collection will be from the school foyer or office. Someone will be required to sign to acknowledge delivery/collection of the loan box.
- It is the borrowers responsibility to ensure that all the items are safely packed and ready for collection by the Everton Collection Project on the arranged collection day. Failure to do this may affect subsequent borrowers and may mean that your school incurs an additional delivery charge.
- When your loan box is delivered, please check the content as it may have come straight from another school. Please report any missing or damaged items within 3 days. Please do not leave messages in the boxes or with the delivery driver as they may never reach us.

4. Copyright Statement

Copies of the material in the loan boxes may be made for classroom use only. All enquiries for copying or publishing the material for any other purpose other than private study must be directed to the Everton Collection Charitable Trust.

5. Object Handling Guidelines

Children may handle all the objects in the football treasure chest and we understand that there will be natural wear and tear. However, to make sure that the objects do not get damaged please follow these handling guidelines. Thank you.

- Before using the box, please check the items against the list of contents. Please tell us as soon as possible if anything is missing.
- Please tell us if anything gets broken whilst in your care.
- Please don't attempt to mend a broken item yourself.
- Adult supervision is required at all times whilst children are handling the objects.
- Replica artefacts are sensitive to extremes of temperature, humidity and light. Please be aware of this and do not expose the objects to excessive heat, light, damp or cold. They should never be used outdoors.
- Please handle all the objects with care and respect and only with clean dry hands.
- Objects should be handled one at a time, and supported with both hands. Please do not pick up the football boots by the laces or tongue.
- If you wish to display the objects in the classroom, please do not use Blu-tak, sticky tape, glue, pins or staples to hold them up. The laminated sheets **can** be stuck up using blu-tak or other adhesives that can be easily removed.
- Please give yourself enough time to check and repack the items back into the box properly.

6. What does the box contain?

The box will usually contain the following items. You will be notified in advance of any changes to this list.

- 1 x pair of leather football boots, c.1930s
- 1 x replica 19th Century leather football
- 1 x wooden football rattle
- 1 x small white replica 19th Century football shorts
- 2 x medium white replica 19th Century football shorts
- 1 x replica 1930s Everton F.C. shirt – blue
- 1 x replica 19th Century Everton F.C. shirt – red
- 1 x replica 19th Century Everton F.C. shirt – black/red

