

Lancashire County Council's Museums Loans Service



How to use Lancashire Museums Loans Service

Lancashire Museums Loans Service provides teachers with the opportunity to enhance their teaching across the curriculum with a wide range of historic artefacts, replica objects and useful resources. Loan units may be one large box, or several smaller boxes linked together by a particular theme. Most units contain a full and detailed Borrower's Guide which includes object information and ideas for a range of classroom activities to help you deliver your desired learning outcomes in a fun way.

To use the Loans Service, please follow these simple steps:

1. As a school, decide how many loan units you would like to subscribe to for the school year and complete the Loans Service subscription form.
2. Browse the loan catalogue and choose the units that will enhance your teaching. List the units you require on the order form. Loan units can be booked term by term or for the whole school year. Although loans can be booked at short notice we would ask for two weeks' notice to allow time for arranging delivery.
3. Return the subscription, unit order forms and payment to:

Lancashire Museums Loans Service
Stanley Street
Preston
PR1 4YP
Email museums.education@lancashire.gov.uk

4. We will confirm delivery dates as soon as we have received and processed your order. Our delivery and collection days are usually Thursdays and Fridays.
5. Once you receive your units you will be able to make use of them in class for a full two weeks unless otherwise advised. Delivery will be the week before the two week period and collection the week after.

Lancashire Museums Loans Service

Stanley Street, Preston PR1 4YP

Tel: 01772 534067

email museums.education@lancashire.gov.uk

Website: Lancashire.gov.uk/museums

6. We will advise the school of the collection day by phone at the start of the collection week to allow time for the boxes to be repacked and moved to reception ready for pick up.

Orders can be placed at any point in the school year, however we would suggest that you book early to ensure the boxes you require are available.

We can, on occasion, arrange individual loan units to support special events. Please call us on **01772 534067** to discuss your requirements.

We invite teaching staff to visit us at our museum stores at Stanley Street in Preston to view loan objects and discuss how teaching in your school can be further enhanced. Alternatively, we are happy to attend school staff meetings and inset days with samples of loan resources for staff to view.

Lancashire Museums Loans Service

Stanley Street, Preston PR1 4YP

Tel: 01772 534067 email museums.education@lancashire.gov.uk

Website: Lancashire.gov.uk/museums