

Guidelines for handling objects

We would like you to enjoy seeing and learning from the objects and information in these loan units.

To ensure that our objects are well looked after for future generations, we ask you to remember that they are fragile, and to observe the following guidelines:

1. Read the contents list to decide how you will use the contents of the loan unit and be aware of heavy/sharp and/or fragile objects. Any such objects will have individual guidelines inside the boxes.
2. Note how the box is packed when you receive it. Re-pack carefully anything that you will not be using.
3. Wash and dry your hands thoroughly before handling the objects. Remove jewellery e.g. bracelets and large rings.
4. Unpack over a large, clean, empty and stable surface. Use both hands to pick up the objects. Always pick up the whole body of the object - handles and spouts may not always be robust.
5. Please protect the objects from food, drink, dust, damp conditions and strong, direct sunlight. Do not attempt to clean or repair any item – many of the items require specialist treatment. If any items are in need of repair, please notify us on 01772 534089 within 3 working days of receipt.
6. Create a calm, positive environment, explaining the age and value of the objects. Use and enjoy the objects, teaching children to handle only one at a time. Objects should be held firmly, but not squashed. Children should be supervised when handling the objects – ideally they should be seated at a table or on the floor to avoid breakages.
7. After use, re-pack the box carefully, using the protective cotton bags, acid-free tissue paper, plastic pockets or boxes provided. All our packaging materials are of conservation/archival standard.

PLEASE CHECK AGAINST THE CONTENTS LIST TO MAKE SURE YOU HAVE REPLACED EVERYTHING YOU RECEIVED.