

**Tameside Museums and Galleries Service**  
**Handling Guidelines for Loan Boxes**

Thank you for borrowing this loan box. Please read the following notes carefully:

- The objects in this box have been selected for handling. We appreciate that a certain amount of wear and tear is inevitable. However, to prevent undue damage please handle the objects with care.
- Please ensure hands are clean and only handle one object at a time, supporting heavy objects by their base.
- Please tell us if anything gets broken and please don't attempt to mend anything yourself.
- Adult supervision of handling these objects is required.
- If you wish to display the objects in the classroom, do not use Blu-tack, sticky tape, glue, pins, or staples to hold them up.
- Historic artefacts are sensitive to extremes of temperature, humidity and light. Please be aware of this, and do not expose the objects to excessive or prolonged sunlight, heat, cold or damp.
- Please pack the objects sensibly after use, as per enclosed directions.
- Please ensure the loan box is returned on the agreed date. Please let us know if you are unable to return the box on time. It is unfair on subsequent borrowers if the box is late back.

**Thank you and we hope you enjoy using this box.**