

We have a range of Loan Boxes for you to borrow, covering a variety of periods and topics. These boxes have been designed to complement study at KS2 but can be used by other age groups, SEN groups or home learners. The images below represent a sample of the contents but please note that the contents of the boxes cannot be guaranteed.

All Loan Boxes cost £24 to hire for the first week, and £6 for every subsequent week. They can be hired for a maximum of 4 weeks.



Viking Loan Box



Tudor Loan Box



Roman Loan Box



Prehistory Loan Box



Star Carr Loan Box



Archaeology Loan Box

Changes to the Loan Box Offer due to COVID-19

Due to the ongoing COVID-19 pandemic, we have made some changes to our Loan Box Service to ensure they are Covid-secure and that we can support you to use them safely.

Some objects- such as items of clothing- may have been removed or substituted to minimise risk of infection. All boxes are quarantined on their return to us, and cleaned with specialist equipment in accordance with government guidelines.

Our additional policies are highlighted in red in the advice given below.

On Booking

Loan Boxes are allocated on a first come first served basis and can be booked through our Reservations Team on 01904 615505. The minimum loan period is one week at £24, with a maximum of 4 weeks. Loans are made in week blocks, with extra days being rounded up to a full week.

If more than one class or 'bubble' intends to make use of the box contents, please take a quarantine period of at least 72hrs between groups into consideration when planning the length of your booking.

Extension of your loan is subject to availability at a rate of £6 per week, and must be arranged through our Reservations Team.

Full payment by card is requested in advance via our Reservations Team. If you need to discuss other payment options, please highlight this when making your enquiry. Upon booking, you will also be allocated a time slot for collection and return, which allows us to better maintain social distancing with any tour groups in the building.

You will also be able to book a videocall with a member of our Learning Team prior to collection. They will answer any questions you and your colleagues may have about using the Box, and advise you on how best to care for our objects. We request that all members of staff who intend to use the box(es) attend. Supported platforms include Zoom, Skype and Google Meet, and we recommend allowing around 15 minutes for your call.

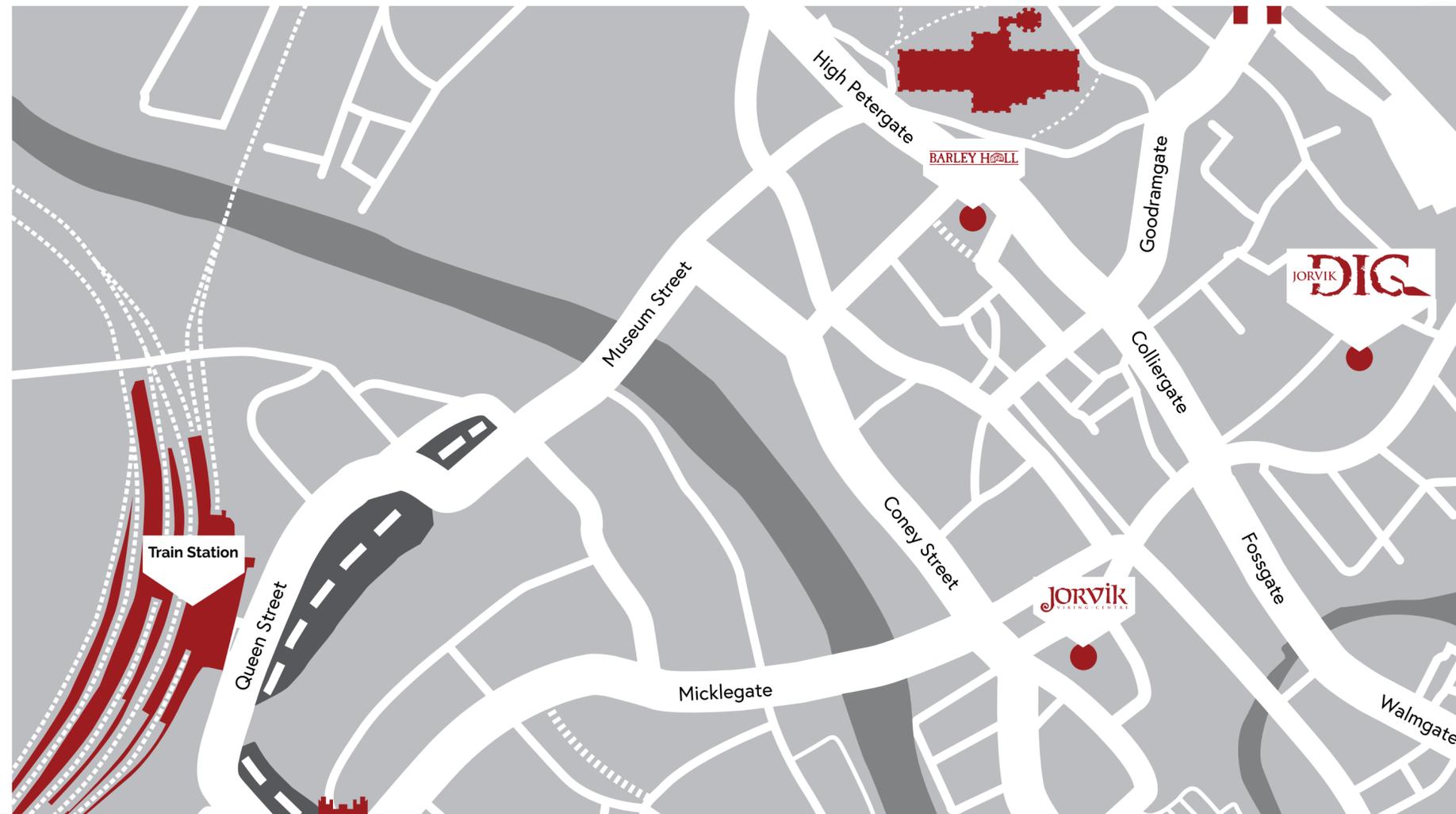
Confirmation of your booking acts as acceptance of our [Terms & Conditions](#) given below, so please be sure to read them carefully.

On Collection

Loan Boxes are collected from the admissions desk at DIG, in the centre of York (see map below). It is advisable to collect by car to reduce the risk of damage durling transit, but please be aware that St Saviourgate is a one-way street, and parking is limited.

Collection slots are currently available at 11am, 12pm, 1pm and 2pm on weekends only, unless pre-arranged. Failure to collect or return your Loan Box as agreed may mean the Learning Team is not available to process your booking. Please call and let us know if you are likely to be late.

On collection, you will be asked to sign a printed copy of the paperwork for our records. If the box isn't collected, the Reservations Team will be in touch to reschedule. Please note that the School or Individual is responsible for the contents of the Loan Box whilst it is in your care from the point it leaves our premises to when it is returned, including transportation.



Click the address below for Google Maps location.

[DIG, St Saviour's Church, St Saviourgate, York YO1 8NN](#)

Before Return

Your Loan Box may contain fragile items, which should be handled with care. If items are housed in protective packaging, please ensure they are returned to the correct packaging. We cannot allow the use of courier or postal services.

Your Box will contain a checklist of its contents. Please use this when packing your Loan Box for return to ensure nothing is left behind; these is also a space for listing any damages.

We appreciate any feedback you may have for us about your experience of the Loan Box Service and how it could be improved. Printed copies can be returned inside the Loan Box, or via post to Dr Chris Tuckley, Jorvik Viking Centre, Coppergate, York, YO1 9WT.

Some objects such as items clothing may have been removed or substituted to minimise risk of infection. All boxes are quarantined on their return to us, and cleaned with specialist equipment in accordance with government guidelines. Please do not attempt to clean any of the Box contents yourself.

On Return

Returns should be made in person, and any problems or breakages reported. The box will then be handed over to the Learning Team for checking and cleaning.

Return slots are currently available at 11am, 12pm, 1pm and 2pm on weekends only, unless pre-arranged. Again please call and let us know if you are likely to be late.

Late Fees and Damages

Fees will be incurred in the event of items being lost or damaged beyond reasonable wear and tear, or if the box is returned late. Please contact us as soon as possible if you think you will not be able to make your return on time, and/or to discuss any mitigating circumstances.

TERMS AND CONDITIONS

1. Loan boxes are allocated on a first-come, first-served basis.
2. The minimum loan period is for one week (a 7-day period), to a maximum of 4 weeks.
3. Bookings run in 7-day periods from the date of collection chosen, e.g. Saturday afternoon to the Saturday afternoon of the last week of bookings.
4. Booking fees are paid per week, with an initial hire charge for the first week of £24 and additional weeks charged at a cost of £6 per week. Any booking requests for a number of days that cannot be counted in 7-day blocks will be rounded up, e.g. should arrangements be made for a box to be collected on Friday and returned on Saturday the following week, this counts as an 8-day, and therefore 2-week, loan.
5. Extension of your loan beyond the period you have initially booked is subject to availability (at a rate of £6 per week), and must be arranged through our Reservations Team. Failing to extend your booking whilst retaining a box beyond the end of the agreed booking period will result in late charges (see point 8).
6. Failure to collect or return your Loan Box on the allocated date at the allocated time slot may mean the Learning Team is not available to process your booking. You may incur late fees if you fail to return your box at the pre-agreed time (see point 8).
7. The School or Individual named on the booking is responsible for the contents of the Loan Box whilst it is in their care from the point it leaves our premises to when it is returned, including transportation. We do not accept returns by courier unless pre-agreed by our Learning Team and only in exceptional circumstances.
8. Charges will be made should any of the items become lost or damaged, or if the box is returned late. A penalty charge of £12 will be incurred per week the box is not returned, starting the date after the box was due. You may be liable for further costs if a late return disrupts a later booking, including any cost incurred transporting the box to another destination. If after 6 additional weeks the box has not been returned to our possession it will be deemed 'lost' and further compensation (up to a charge of £250.00) will be sought to replace it.
9. A penalty charge of up to 50% of the cost of your booking will be incurred if you fail to give 48-hour prior notice of cancelling your booking, and fail to collect or reschedule your booking.

1 PLAN YOUR BOOKING

See the Learning Programme and JORVIK website (www.jorvikvikingcentre.co.uk/education/) to see further information about Learning Offer.

Please note: to avoid disappointment please aim to book your Loan Box at least two weeks in advance.

Your contact details:

School name and address

Name of Lead Teacher

Contact number

Contact email

Your Loan Box:

Which boxes would you like to loan?

Archaeology Prehistory Roman Viking Tudor Star Carr

Preferred collection date

Alternative collection date(s)

Preferred length of loan

Please note:

Loan terms must be between 1 and 4 weeks. Collection must be made in person from our DIG attraction (St Saviour's Church, St Saviourgate, York, YO1 8NN).

We cannot allow the use of courier or postal services for collection or return.

Please handle boxes carefully and keep upright during transit and storage.

2 CONTACT US

Contact our Reservations Team on **01904 6155505** or email schools@yorkat.co.uk to enquire about a booking, providing the information in the box above.

If you wish, you can download this pdf and open it on your computer, fill out the fields in the box above and then save the pdf (press CTRL+S or CMD+S to Save, editing the name of the document to include your school name as an extension) to send to us at the above address as an email attachment.

3 CONFIRM YOUR BOOKING

Our Reservations Team will offer you a schedule based on your requirements. Please note that this does not represent a booking at this stage. If you would like to book this schedule, please let us know within 3 working days. After those 3 days the proposed schedule will no longer be valid and you will need to make a new enquiry.

4 MEET THE LEARNING TEAM

Use your chosen platform to have a Loan Box Liasion videocall to get a preview of your Loan Box(es) and advice on how to use our Loan Boxes safely.

5 COLLECT YOUR LOAN BOX

On the day you are due to collect the box, come to DIG and ask about your loan at the desk. Our staff will then provide your chosen box and ask you to sign a printed copy of the paperwork for our records. If you are unable to collect your box, contact the Reservations Team as soon as possible to reschedule, or you may be charged.

6 ENJOY YOUR LOAN BOX!

Use the checklist provided to ensure that all contents have been packed. If any items are damaged or lost, please contact our Reservations Team in advance of the return so that they can quote you any charges that may be due.

7 HOW DID WE DO?

Remember to fill in an Evaluation Form to let us know your thoughts and suggestions for improvement.

This can be found on our website feedback page:

www.thejorvikgroup.com/education/teachers-feedback/

8 RETURN YOUR LOAN BOX

All Loan Boxes should be returned to DIG. If you cannot return the box on your due date, please contact our Reservations Team on **01904 6155505** to discuss extending your loan. Please see our full Loan Box Terms and Conditions for information about late fees and missing items.