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 6 weeks.
**Loan Boxes Booking Information**

**On Booking**
Loan Boxes are allocated on a first come first served basis and can be booked through our Reservations Team on 01904 615505.

All loans are made in week blocks, for a minimum of one week and a maximum of 6 weeks. Boxes cost £24 to hire for the first week, and £6 for every subsequent week. Extension of your loan is subject to availability, and must be arranged through our Reservation Team.

**Confirmation of your booking acts as acceptance of our Terms & Conditions, 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 due to the size and weight of the boxes, but please be aware that St Saviourgate is a one-way street, and parking is limited.

DIG is open daily from 10am-5pm. Failure to collect or return your Loan Box by the agreed date within operating hours 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.

Payment must be made in person on collection, and 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.
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; there 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. A short questionnaire is available at www.thejorvikgroup.com/education/teachers-feedback/.

Printed copies can be returned inside the Loan Box, or via post to Dr Chris Tuckley, Jorvik Viking Centre, Coppergate, York, YO1 9WT.

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.

Late Fees and Damages

Charges will be made should any of the items become lost or damaged, or if the box is returned late. A penalty charge of £10 will be incurred for each week the box is not returned. You may be liable for further costs if 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 it will be deemed ‘lost’ and further compensation (£250) will be sought to replace it.

TERMS AND CONDITIONS

1. Loan boxes are allocated on a first come first served basis.
2. Minimum loan period is one week, to a maximum of 6 weeks.
3. Extension of your loan is subject to availability (at a rate of £6 per week), and must be arranged through our Reservations Team.
4. Bookings run in 7 day periods from the date of collection, e.g. Saturday afternoon to the Saturday afternoon of the last week of booking.
5. A week is deemed to be 7 days, and ‘extra’ days will be rounded up. E.g. Should a box be collected on Friday and returned on Saturday the following week, this counts as an 8 day, and therefore 2 week, loan.
6. Failure to collect or return your Loan Box on the allocated date within operating hours (10am-5pm) may mean the Learning Team is not available to process your booking.
7. The School or Individual 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 delivery by courier.
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 for each week the box is not returned. You may be liable for further costs if 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 it will be deemed ‘lost’ and further compensation will be sought to replace it.
9. A penalty charge may also be incurred if you fail to give prior notice of cancellation, and fail to collect or reschedule your booking.
Loan Boxes Booking Step-by-Step Guide

1 PLAN YOUR BOOKING
See the Learning Programme and JORVIK Group websites (www.thejorvikgroup.com/education) to see our Attractions and Workshop options and further booking information.

Please note: to avoid disappointment please aim to book your Loan Box at least a week 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
- Roman Burial
- Viking
- Tudor
- Star Carr

Preferred collection date _________________________________________________________
Alternative collection date(s) ____________________________________________________
Preferred length of loan _________________________________________________________

Please note:
Loan terms must be between 1 and 6 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.
The Loan Boxes are sizeable, and their contents can make them heavy or difficult to carry long distances; please bear this in mind when making arrangements for collection.

2 CONTACT US
Contact our Reservations Team on 01904 6155505 or email schools@yorkat.co.uk for a quote, providing the information in the box above.

4 COLLECT YOUR LOAN BOX
On the day you are due to collect the box, come to DIG (address in yellow box above) and ask about your loan at the desk. Please make sure you have a form of payment ready. 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.

5 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.

6 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: http://www.thejorvikgroup.com/education/teachers-feedback/

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.

7 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.