



The Wilson Art Gallery and Takeaway service

Handling Collection Care Instructions



Thank you for borrowing a box from our service – we hope you enjoy the items, and that they help to bring your classroom learning to life! In order to allow many future learners to enjoy these artefacts, please note the following:

- 1) Some items in the handling collection are delicate or breakable. Everything is designed to be touched and passed around, but please supervise the use of fragile items.
- 2) Please report all breakages upon returning the box. We understand that sometimes items break; charges will only be incurred for items which cannot be fixed and are expensive to replace.
- 3) Please be especially careful with fabrics/textiles. If gloves are provided, please make sure they are worn when handling textiles or clothing.
- 4) Please repack boxes carefully. Make sure breakable objects are wrapped (where appropriate) and not crushed. Fold up clothing/textiles and protect with tissue paper if provided. Ensure that items are inside the correctly labelled bag/box where applicable; you can use the picture guides/lists to help with this.
- 5) If you are borrowing multiple boxes, you **must** make sure the correct items go back into each box. The boxes are checked by a wonderful team of volunteers, and it takes them a long time to sort items when the contents have been mixed up. This impacts how quickly we can make the boxes available again. We strongly advise not opening two boxes close to each other.
- 6) Please use the checklist provided in the box to make sure all items are present when repacking and report any missing objects.

Please note that the takeaway service is open **3:30 – 5:30 on Tuesdays and Wednesdays during Gloucestershire term times**. You **must** contact learning@cheltenhamtrust.org.uk if you need to collect/drop off outside of these times.