

MUSEUM LOANS SERVICE

BOOKING FORM 2011/2012

Contact details

Name	
School/ Community Group	
Address	
L. E. A	
Email	
Telephone	
Facsimile	

Payment details

How would you like to be charged for the Schools Loans Service? (Please tick)

<input type="checkbox"/>	Charge per box with:
<input type="checkbox"/>	Single delivery
<input type="checkbox"/>	Annual delivery
<input type="checkbox"/>	Yearly subscription to loans service with delivery
<input type="checkbox"/>	Mid-Year subscription to loans service (Spring & Summer terms) with delivery
<input type="checkbox"/>	Mid-Year subscription to loans service (Summer term only) with delivery

To avoid missing out on your choices due to delays in processing your booking, please check that you have done the following:-

- Completed booking form
- Completed Loan Agreement form
- Requested INSET

DELIVERY SERVICE

If you are using the delivery service please be aware that the loans items will need to be checked for their number and condition before signing the delivery note. This does not have to be done by the same person who booked the loans.

Please make sure all objects are boxed, ready for collection at the school reception on the Monday of each Loans Return week, together with completed evaluation forms.

If boxes are not available when the collection van arrives you could be charged an additional delivery fee.

INSET

If you have opted for a subscription to the Schools Loans Service, you are entitled to 1 free training session relating to the using loans artefacts in the classroom. This session can take place either at your school or at Birmingham Museum & Art Gallery.

If you have not opted for a subscription to the service, you can still book a training session for your school, at a cost of £60.00 for training taking place at BM&AG after 3pm, £75.00 before 3pm or taking place at your school for £60.00 plus travel costs.

If you would like to take advantage of this offer please suggest some dates and times and preferred venue for your session in the space below. The Loans Development Officer will then contact you with confirmation of your INSET as soon as possible.

Return forms to:

Schools Loans Service, c/o Liz Smith , Learning Department, Birmingham Museum & Art Gallery
Chamberlain Square, Birmingham B3 3DH

YOUR BOOKING

You can make a Museum Loans Booking at any time during the academic year by using this booking form, or, alternatively by completing the online booking form at www.schoolsliaison.org.uk

Please note: We will aim to allocate you all your choices. However, if they are not available we will try to allocate you your boxes similar to those you have requested.

For orders totalling £25.00 or less, payment must be made by cheque. Please make cheques payable to Birmingham City Council. Payment must be made within 30 days of the start of the half-term the loan is booked for.

Autumn 1 (w/b 05/09/11 - w/b 17/10/11)	
LOAN REQUIRED	
1	
2	
3	
4	
5	
6	

Autumn 2 (w/b 31/10/11 - w/b 12/12/11)	
LOAN REQUIRED	
1	
2	
3	
4	
5	
6	

Spring 1 (09/01/12 - w/b 06/02/12)	
LOAN REQUIRED	
1	
2	
3	
4	
5	
6	

Spring 2 (w/b 20/02/12 - w/b 26/03/12)	
LOAN REQUIRED	
1	
2	
3	
4	
5	
6	

Summer 1 (16/04/12 - w/b 28/05/12)	
LOAN REQUIRED	
1	
2	
3	
4	
5	
6	

Summer 2 (w/b 11/06/12 - w/b 16/07/12)	
LOAN REQUIRED	
1	
2	
3	
4	
5	
6	

When your booking has been processed you will receive a confirmation sheet. This will detail the bookings you have been allocated for each half term and the charges that your organisation will be invoiced for.

If you have a special offer booking code please write it here:
