



## Visual Arts Lending Library (VALL)

The Visual Arts Lending Library loan collection currently consists of artefacts of ethnic origin including carvings, puppets, textiles and tribal masks. In addition, we also loan some items of art equipment.

Images of the items available may be found in this folder or on the website (see below). Each item has a description which includes a 3-digit number used as a unique identifier.

As new items are added to the collection, new sheets will be issued for you to add to this folder.

Images of the items are also available on **flickr**: [www.flickr.com/photos/communityarts/](http://www.flickr.com/photos/communityarts/)

### Items are available for loan on the following terms and conditions:

- Booking requests should be made by your school's Arts Coordinator. Bookings will not be taken from other staff.
- Booking requests should be made using the form provided in this folder or using the editable PDF form available on the Community Arts pages on our website : <http://maidenerleghschool.co.uk/community/community-arts/visual-arts-loan-collection/>
- Completed forms should be sent FAO the Community Arts Technician by email.
- Please expect to be flexible in the loan dates as you may have to wait for items to be returned by a previous borrower. Sometimes, items may not be available at all during the period requested.
- Confirmation of items and loan dates available will be given to your school's Arts Coordinator.
- The borrowing school is responsible for the items during the loan period.
- The condition of loan items will be recorded on the booking form at the time of loan/delivery and checked at the time of return/collection. Loss, theft or damage to loan items during the loan period must be paid for by the borrowing school. In such circumstances, your school will be sent an invoice for payment.
- The borrower representing the school should sign the VALL booking form at the time of collection from Maiden Erlegh having checked the condition of the items.
- Collection and return of loan items at Maiden Erlegh is as follows:  
9am – 3pm – via Community Arts Technician  
3pm-4.30pm – via Reception.
- Queries should be addressed to the Community Arts Technician or the Community Arts Administrator.
- There is currently no charge for this service.

May 2013