

DARTMOUTH HERITAGE MUSEUM SOCIETY

Reminisce Kit Request Form

Remembering the 1950s: A Reminisce Program for the Young at Heart



Loaned To: _____

(Name of borrowing institution)

(Address)

(Telephone)

(Contact & Title)

For the Period : _____ to _____

Note: The Kit must be returned to the Museum by the day after the date stated above.

Purpose of Loan (please check all that apply):

- Seniors Programming Alzheimer Programming Inter-Generational Programming
 Nursing Home Seniors Centre Museum Library Other

Method of Pick-Up (All shipping/courier costs are the responsibility of the Borrower):

Kit to be shipped/couriered to: _____

Kit to be picked up at Museum by: _____

Method of Drop-Off:

Kit to be returned by courier: Dartmouth Heritage Museum, 26 Newcastle St. Dartmouth, N.S., B2Y 3M5

Kit to be dropped of at Museum by: _____

PAYMENT OF \$20.00 MUST BE RECEIVED AT THE TIME OF RESERVATION.

Paid By: Cash Cheque # _____

On Initiation of Agreement: I have read and agree to the conditions on the reverse and certify that I am authorized to enter into this agreement.

SIGNED: _____ Title: _____ Date: _____
(on behalf of the borrowing institution)

Approved for the Dartmouth Heritage Museum Society:

SIGNED: _____ Title: _____ Date: _____

Upon Return of the Reminisce Kit:

All Kit components have been returned in good condition, exceptions, if any, are listed on an attached sheet.

SIGNED (DHMS): _____ Title: _____ Date: _____

CONDITIONS COVERING LOAN OF THE REMINISCE KIT

1. The Reminisce Kit can be reserved by museums and librarians, as well as programmers and activity directors for senior centres, nursing homes and other group institutions. No loans for the general public will be arranged.
2. Reservations for the Kit must be made at least one week in advance. Reservations can be made no more than 60 days in advance. The Kit will be assigned on a first come, first serve basis.
3. 3 copies of the Form will be distributed as such: original kept on file at the Dartmouth Heritage Museum, 1 copy to the Borrower, and 1 copy to be distributed with the Kit.
4. The lending period for the Reminisce Kit is 3 weeks. This length of time enables users the time needed to learn how to use the Kit and to present the programs. Although fines will not be charged for an overdue Kit, repeated or serious abuse of the terms of the lending agreement will result in the suspension of borrowing privileges. The Reminisce Kit cannot be renewed concurrently.
5. It is very important for the next borrower that all pieces in the Kit be returned. Borrowers are to check the Kit contents against the re-packing list provided in the Kit, both upon receiving the Kit, and again before returning the Kit. The name of the Borrower, or the institution, should be written in the top row and the items checked off as they are returned to the Kit. This list must be returned with the Kit. **Notifications of missing components should be made directly to the Dartmouth Heritage Museum Curator at (902)464-2300**, to prevent being charged for the omissions of others. Borrowers may be charged for replacement pieces. Contents of the Kit will also be checked by Museum staff before delivery and again upon return the Dartmouth Heritage Museum.
6. To return the Reminsce Kit to the Dartmouth Heritage Museum, send the Kit back by courier or drop it off at the Museum. Make sure a copy of the Request Form is still with the Kit.

The Kit must be picked up at, and returned to:

Dartmouth Heritage Museum
Evergreen House
26 Newcastle Street
Dartmouth, NS
B2Y 3M5