Essential Loan Information

Completion of loan agreement
The loan agreement is designed to ensure that you have read and understood all of the responsibilities and requirements in regard to the loan of the Suitcase. A loan agreement must be completed, signed and returned prior to each loan period. All information below is essential to you in order to complete the loan agreement.

*Please note:* Under no circumstances can the Suitcase be loaned without the loan agreement having been signed and returned.

Appropriate environments in which to use the Suitcase
Please ensure the environment in which you present the Suitcase to students is carpeted and well away from materials such as pens, paints, sharp objects, food or anything else likely to damage the artworks. Teachers are encouraged to book a carpeted space in your school library (or similar) for the periods students will have hands-on experiences with the artworks in the Suitcase.

*Please note:* Images (A3 posters and A4 artist info cards) of the artworks in the Suitcase are provided as visual reference for use in environments where practical art activities are conducted. Under no circumstances should artworks be handled in inappropriate environments, nor should artworks displayed anywhere other than inside the Suitcase.

Storage requirements
Please ensure the Suitcase is stored in a secure location when not in use. In secondary schools, it is suggested that Suitcases be stored in a lockable room nearby to the carpeted environment in which the Suitcase is to be used with students. Please ensure that you lock the clasps each time you close the lid of the Suitcase.

*Please note:* It is important that the Suitcase is not stored in motor vehicles due to temperature.

Supervision requirements
To ensure the safe handling of artworks, teacher supervision is essential at all times. Where possible, work with groups of ten or less students at a time to decrease the likelihood of damage to the artworks.

*Please note:* Under no circumstances can students handle artworks in the Suitcase without the supervision of an adult who has read the handling instructions.

General handling instructions
Students must be careful and well behaved at all times when handling the artworks as inappropriate behaviour could result in damage or destruction. The following handling points must be noted by teachers:

- Seat students in your chosen **carpeted area** to introduce the suitcase resource and discuss behaviour and handling requirements.
- Ensure all students have **clean hands** and are **not wearing any jewellery**.
- Ensure students **use two hands** when handling an artwork and handle only **one object at a time**.
Special handling instructions

- **canis lupus tingo** by Amanda Stuart  
  - Please do not pick this artwork up by the ‘ear’; use two hands when handling.

- **Fishman of SE Australia. A three volume cased set** by John Reid  
  - Please take care turning the pages of the books as the paper is quite thin.

- **Pigeon of Norfolk Island (extinct)** by Nicola Dickson  
  - Please be mindful of hinges when opening and closing the hinged panels.

- **De-Composition in M** by Caroline Huf  
  - Please support concertina book pages on a clean flat surface, such as a table top.  
  - Please return the DVD to its case immediately when not in use.

- **The Ephemeral Dampiera fusca: Tindery Range** by Cathy Franzi  
  - This 3-part porcelain work requires extra careful handling to avoid chipping, especially when nesting the objects inside each other.

- **Core Samples #5** by Charles Walker  
  - These glass objects require extra careful handling.  
  - Note: we are aware that some of the stones embedded are slightly crumbly.

- **Piccaninny Paradise** by Danie Mellor  
  - Please be mindful of the printed surface of this work.

Further enquiries: suitcase.exhibition@anu.edu.au

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