



# Gem-A

THE GEMMOLOGICAL ASSOCIATION  
OF GREAT BRITAIN

## STONE LIBRARY LOAN SCHEME APPLICATION FORM

Each collection comprises of between ten and twenty specimens that exhibit clear identifiable features and characteristics for the purpose of the specific set. Collections include those for general testing, observation, spectrum stones, and also crystalline and organic materials with identifiable features. Each set will contain an information sheet with the identity of the stone.

Stone sets will be issued automatically after enrolment and will be sent out on Wednesday to be returned on a Friday. The loan is for a maximum of two and a half weeks and the stone set is due back by

a specific return date. Sets will only be issued while a student is on a course. Maximum enrolment is six months. Sets will be issued one at a time.

The enrolment fee covers the administration of the scheme and includes the cost of postage and packing borne by Gem-A on sending out items – all sets are sent using recording delivery. Student's must cover the cost of return postage.

Please send the completed form to [education@gem-a.com](mailto:education@gem-a.com), or post to 21 Ely Place, EC1N 6TD.

### Contact details

Name \_\_\_\_\_ Membership/Student Number \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Delivery Address ( no PO Box numbers) \_\_\_\_\_

Town/City \_\_\_\_\_ County/State \_\_\_\_\_

Postcode/Zip code \_\_\_\_\_ Country \_\_\_\_\_

Please tick appropriate set: In-house: 4 sets=£20  ODL UK: 10 sets=£90  ODL EU: 10 sets=£110

### Payment information

**Payments by bank transfer** (bank charges must be included) Sort Code: 20-37-83  
Account number: 90360929  
IBAN: GB51BUKB20378390360929  
SWIFT: BUKGB22

**Payment by cheque** (cheques must be drawn on a British Bank and be made payable in British Pounds Sterling to The Gemmological Association of Great Britain).

**For payments via Credit Card/Debit Card** (Visa or MasterCard only), please call Gem-A on +44 (0) 2074043334 Please do not communicate your card details to us in writing.

**Privacy statement:** Gem-A is a data controller and will collect and process the data on this form to provide you with the service you requested. Gem-A shares your personal data with its subsidiaries and other third parties to fulfil its legal, public or contractual obligations. Gem-A retains your personal data for as long as is necessary for the relevant purpose. If you want to know more about how Gem-A will use your information please take a look at our privacy policy: [www.gem-a.com/privacypolicy](http://www.gem-a.com/privacypolicy)

### Terms and Conditions:

**Scheme:** The loan scheme is available to current registered students of Gem-A, on completion of the library application form. Loan stone sets will be issued by Gem-A as per student schedule set by Gem-A and is due back on a specific return date. Further sets will only be sent out on receipt of a previous loan set. All stone sets will be sent by Gem-A using a special signed and tracked delivery service.

**Student Responsibilities:** Students must ensure that any delivery of stone sets are signed for on receipt; that all of the stones are handled correctly to avoid damage and loss; have read the guide and any instructions that accompany the material; that any damage or loss is reported clearly and immediately to Gem-A; that all material is properly packed and returned as complete sets to arrive by the return date specified using a recorded delivery service – with the cost of return to be borne by the student. Students must inform Gem-A in good time of any possible delays in return dates and of any times such as holiday that may affect usage of the scheme or a late return fee may be charged.

**Loss and Damage:** Gem-A will set out to replace lost or damaged stones and will charge students a replacement value based on the 'cost of replacing' an equivalent stone as determined by Gem-A. Gem-A will not accept any replacement stone sourced by the student and charges will still apply. Any outstanding charges will result in the suspension of the loan scheme or withholding of any pending exam results until these are completely settled.

**Copyright and Ownership:** All loaned material remains the sole property of Gem-A thus must not be offered for sale, loaned or disposed of in any way or used for any commercial purposes without the prior written permission of Gem-A.

**Cancellation:** Gem-A reserves the right to refuse any student admission to the loan scheme without having to state a reason. Gem-A reserves the right to cancel a student's participation in the scheme where there has been a breach of conditions through systematic misuse of the scheme or improper handling of materials leading to damage or loss. Any such cancellation will be served without full or partial refund.

### Declaration

I, the applicant, have read and understand all the terms and conditions and agree to abide by them.

Please sign here to confirm your application and that you have read the Terms and Conditions:

Name (in block capitals) \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_