

Museum of Southwestern Biology
Division of Arthropods

Museum Loan Form

Loan Number: _____
(last name-year-count of loans to that person for that year)

Page ___ of ___

Loan Request Date: _____ Requested By: _____

Loan To: **Name:** _____
Institution: _____
Mailing Address: _____
Phone Number: _____
FAX Number: _____
E-mail Address: _____

Loan Description

Purpose of loan: _____

Specifically list loan taxa below by Class, Order, Family, Genus, Species, and total count of all specimens. Note preservation method (pinned, alcohol vial, slide mount, etc.). Append Loan Specimen Data Form with details for each specimen.

Summary of Taxa Included (details on Loan Specimen Data Form)	Count (sum all specimens)	Collection (main, special, etc.)	Preservation (pinned, ethanol, etc.)
_____	_____	_____	_____
_____	_____	_____	_____

Collection Manager:
Collection Manager comments: _____

Collection Manager's signature: _____

Borrower:
Borrower comments: _____

Date loan received: _____ **Number of packages received:** _____

Condition of specimens upon receipt: _____

Borrower's signature: _____

Loan Status (Collection Manager)

Loan Due Date: _____
Loan Renewal Dates (if any): _____
Loan Status: ___ loan out ___ loan extended ___ loan returned (date): _____
Returned loan received by: _____
Condition of returned specimens: _____
Date loan shipped out: _____ Shipped by: _____
Mode of shipment: _____ Number and type of packages: _____

Museum of Southwestern Biology
Division of Arthropods
Museum Loan Policy and Process

Revised: 1/15/03, dcl

The Museum of Southwestern Biology, Division of Arthropods provides the loan of specimens to researchers who wish to examine arthropod specimens representing specific taxa. All loans are for one year unless other arrangements are made with the Collection Manager. Loans may be extended for another year by contacting the Collection Manager and requesting an extension. All loans must be returned by the due date unless other arrangements have been made with the Collection Manager. If loans are not returned, or specimens are returned damaged without good cause, then future loan requests to the borrower will be denied. Below is a brief description of the loan request process.

1. Write a letter (e-mail) addressed to the Collection Manager, Division of Arthropods, MSB (see address at bottom of page), to request specimens. The request letter must state: 1) The names of the specific taxa requested, including Order, Family, Genus and Species (or to lowest rank of interest), 2) The exact geographic region(s) of interest, 3) The purpose of the loan; what research will the specimens be used for, how will the specimens be handled and used, 4) Name and address of the facility where the specimens will be kept, 5) Provide the name of the person who will be responsible for the specimens, along with contact information, and 6) Provide a mailing address to which the loan should be mailed. Only written requests providing all of the above information will be considered for loans.
2. The Collection Manager will approve or deny the loan depending upon the information provided in the written request, and relative to the availability of specimens in the collection representing those taxa and geographic locations. If the loan is approved, and specimens of requested taxa are available, the Collection Manager will prepare and mail the loan, along with a completed hard-copy loan form, and the Collection Manager will send an e-mail copy as well. Expect at least one to two weeks for loan requests to be completed.
3. Upon receipt of the loan, the borrower should immediately inspect the specimens to: 1) make sure that the specimens match the list of specimens on the loan form, and 2) make sure that the condition of the specimens matches the condition noted on the loan form. The borrower should then complete the four lines of information near the bottom of the form, beginning with *Borrower's Comments*, and ending with the *Borrower's Signature*. Sign both forms, mail or e-mail one back to the MSB, and retain the other.
4. All loans are for one year. The borrower may make arrangements with the Collection Manager for a loan of more than one year. The borrower may also contact the Collection Manager sometime later, but one month prior to the one-year due date to request a one-year extension. A separate loan extension form will be prepared by the Collection Manager for each loan extension.
5. The condition of all specimens will be evaluated by the Collection Manager at the time that the loan is prepared. All specimens must be returned in the same condition.
6. Borrowers of specimens may not dissect or re-mount specimens unless previous arrangements have been made with the Collection Manager (*to be noted in the comment field of the loan form*).
7. New determination labels may be added to the specimens, but the original old labels must be returned with the specimens, including the green UNM specimen loan number label.
8. All loans must be returned by First Class US Mail, or by equivalent or faster commercial transportation service. All loans must be properly packaged, as received by the borrower from the MSB. Please keep packaging materials, and return the borrowed specimens to the MSB packaged as received.
9. If a loan is not returned by the due date, the Collection Manager will send a notice to the borrower, requesting the return of the loan, or an extension of the loan. Please respond promptly to this notice.
10. If another person requests specimens that are currently on loan, the borrower will be contacted by the Collection Manager, and asked to return the loan. Depending upon the circumstances and need, the Curator will decide whether or not to extend the loan to the original borrower, or request that the specimens be returned for the second borrower.
11. Borrowers who abuse MSB Division of Arthropods loan policies will be denied future loans.

Inquiries should be made to: Collection Manager, Division of Arthropods, Museum of Southwestern Biology, MSC 03 2020, 1 University of New Mexico, Albuquerque, NM 87131-0001. Phone: 505-277-4225.